



# Ahtna Intertribal Resource Commission

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**Job Title:** Custodian  
**Schedule:** Part-time, 4-10 hours per week  
**Pay Rate:** \$15-20/hr. depending on experience  
**Reports to:** Office Manager  
**Location:** Glennallen, Alaska

## Position Overview:

The Custodian is responsible for maintaining the cleanliness, safety, and functionality of the assigned facility. This role plays a crucial part in ensuring a clean and welcoming environment for employees, visitors, and customers. The Custodian will perform a variety of cleaning and maintenance tasks, and they must be diligent, dependable, and detail-oriented. The Custodian is responsible for cleaning the entire office including but not limited to the conference room, kitchen, office areas, bathrooms, storage areas, and entrances. The Custodian follows an agreed-upon cleaning schedule to minimize interference with staff at work.

The Custodian may also take on additional duties not stipulated below, if so, these duties will be discussed during interviews and are specified as a supplement to this description. These additional duties may include general building and ground maintenance, laundry, etc. These additional roles will be on an as-needed basis. Your decision to take on or dismiss these additional roles will not negatively influence AITRC's decision to hire you as the custodian.

## Key Duties and Responsibilities:

### 1. Cleaning and Sanitizing:

- Sweep, mop, vacuum, and scrub floors weekly.
- Clean and sanitize restrooms, break rooms, and other common areas biweekly.
- Empty trash cans and replace liners biweekly.
- Disinfect high-touch surfaces, such as doorknobs and light switches biweekly.
- Clean windows, mirrors, and glass surfaces weekly.

### 2. Maintenance:

- Perform minor maintenance tasks, such as changing light bulbs and fixing leaky faucets.
- Report any major maintenance issues to the Office Manager.
- Refill paper towels, tissues, toilet paper, and hand soap dispensers as needed.
- Maintain an inventory of cleaning and maintenance supplies and request replenishment when needed.

### 3. Waste Management:

- Properly handle and dispose of hazardous materials according to safety guidelines.
- Sort and recycle materials as per the recycling program.
- Monitor and clean waste and recycling containers.

### 4. Meeting Support:

- Clean the office before large meetings, such as Board of Director meetings. These meetings will be posted on the calendar a month in advance so that the Custodian can plan accordingly.

**5. Documentation:**

- Maintain cleaning logs and records to track completed tasks and schedule adherence.
- Report any significant issues, repairs, or improvements to the Office Manager.

**Qualifications/Skills:**

- Previous custodial or cleaning experience is preferred.
- Knowledge of cleaning and maintenance equipment and supplies.
- Ability to follow safety and sanitation guidelines.
- Good physical stamina and the ability to lift and move heavy objects.
- Strong attention to detail.
- Effective communication skills.
- Self-motivated with the ability to work independently.
- Knowledge of basic repair and maintenance tasks is a plus.

**Physical Requirements:**

The Custodian should be able to:

- Stand, walk, and lift for extended periods.
- Bend, stoop, and reach.
- Lift and carry heavy objects, sometimes in excess of 50 pounds.
- Work in various weather conditions.

**NOTE:** Hiring preference will be given to Ahtna Tribal citizens.

**TO APPLY:** Please send a cover letter and resume to [connect@ahtnatribal.org](mailto:connect@ahtnatribal.org) or drop your application off at the AITRC office at Mile 187 Glenn HWY

**DEADLINE TO APPLY:** Open until filled