

# Yakutat Tlingit Tribe

606 Forest Hwy. 10 \* P.O. Box 418 \* Yakutat, Alaska 99689  
Phone (907) 784-3238 \* Fax (907) 784-3595 \* www.ytttribe.org



## JOB ANNOUNCEMENT Temporary-Relief JANITOR

**Department:** Administrative  
**Direct Supervision:** Executive Assistant  
**Wage:** \$15-\$17 per hour (DOE)  
**Hours of Work:** Semi-Flexible, up to 25 hrs per week  
**Application Deadline:** January 4, 2019

**Employment Category:** Part-time, Temporary

**Applications:** YTT Administration Offices  
606 Forest Hwy#10 (907)784-3238  
(application can be emailed upon request)

**GENERAL DESCRIPTION:** Maintaining the cleanliness YTT offices located at the old Elementary Building (606 Forest Hwy 10).

### DUTIES:

Provide janitorial services to the YTT Main offices-lower and upstairs offices, approximately 5 days per week, in the evenings after the closing of the YTT Offices. Must have good attention to cleaning detail, ability to keep track of and secure buildings keys, practice good building security measures and notify the Executive Assistant when janitorial supplies are running low.

### Specific duties include:

- Sweeping & mopping all hard floors
- Emptying trash cans, haul to trash bin
- Vacuuming all carpeted areas
- Sanitizing all tables and hard surfaces
- Washing dishes, sanitizing counters, wiping cabinet & refrigerator doors, cleaning out refrigerator once monthly and/or upon request of staff
- Sanitizing all community area chairs and all frequently touched objects
- Thoroughly cleaning bathrooms and restocking supplies
- Wiping down walls and cleaning windows
- Deep cleaning when necessary
- Specific cleaning duties for the YTT Day Care
- Other custodial duties as assigned by Supervisor

### QUALIFICATIONS:

Must be an age of 18 years and be able to lift up to 50 pounds.

**APPLICATIONS CAN BE PICKED UP AT THE YTT MAIN OFFICE.**

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE APPLICANTS.**

**The Yakutat Tlingit Tribe promotes a drug-free environment. This position may be subject to random drug testing.**

**MISSION:** To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & wellbeing while creating economic development benefits to all tribal members.

Posted by: \_\_\_\_\_

Date: 12/12/18

