

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
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JOB ANNOUNCEMENT

POSITION TITLE: Janitor
DEPARTMENT: Administration
SUPERVISOR: Executive Assistant
POSITION DETAILS: Part-time / Permanent
FRINGE BENEFITS: Leave Package (Personal, Sick, Subsistence)
OPEN DATE: 04/30/2021 CLOSE DATE: 05/10/2021

POSITION SUMMARY

The Yakutat Tlingit Tribe Administration Department is seeking an individual to provide janitorial services and maintain the cleanliness of the lower and upper level of the YTT Main Office, and the YTT Senior Center, approximately 5 days per week, in the evenings after the closing of the YTT Offices. The successful applicant must have a strong attention to detail, ability to keep track of and secure building keys, practice good building security measures and notify the Executive Assistant when janitorial supplies are running low.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sweeping and mopping all hard floors
- Emptying trash cans and hauling to trash bin
- Vacuuming all carpeted areas
- Sanitizing all tables and hard surfaces
- Washing dishes, sanitizing counters, wiping cabinets and 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
- Monthly deep cleaning
- Managing inventory of cleaning supplies
- Specific cleaning duties for the YTT Childcare
- Other custodial duties as assigned by the supervisor

MINIMUM QUALIFICATIONS

- Must be 18 years of age
- Must be able to lift up to 50 lbs.
- Valid driver's license

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to HR@ytttribe.org

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

POSTED BY: John Louis Go

DATE: April 30, 2021

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

