



## **PETERSBURG INDIAN ASSOCIATION**

**PO Box 1410**

**15 N. 12<sup>th</sup> Street**

**Petersburg, Alaska 99833**

**Phone: 907-772-3636**

**Fax: 907-772-3637**

**Job Title: Custodian**

**Supervisor: Facilities Maintenance Manager**

**Job Status: Part-time**

**Hours: Mon-Fri (Occasional weekends) approx. 20 hours per week**

**Wages: starting at \$18.00/hr**

### **Job Description:**

Housekeeping and custodian responsibilities apply to the following Petersburg Indian Association commercial facilities: Hallingstad - Peratrovich Building, John Hanson Sr Hall and Raven Eagle Apartments.

- Clean and sanitize restrooms daily
  - Check and clean floors, clean and disinfect urinals and toilets, check toilet paper and hand towels, refill soaps, wipe down counters and clean mirrors, empty garbage, etc.
- Keep accessible, available, and up-to-date eye wash & first aid in all four bathrooms.
- Sweep, mop, or vacuum floors and staircases on a daily basis; wax floors as necessary
  - Areas include bathrooms, warehouse, stairs, elevator, downstairs entry (front and back), conference room, hallways, floor rugs, offices, etc.
- Empty/ clean trash and recycle containers daily.
  - Offices, garbage by stairs, conference room, warehouse, bathrooms, etc.
- Empty shredders regularly.
- Water building plants 2-3x weekly.
- Clean accessible interior and exterior windows on a regular basis.
- Wipe down surfaces as needed.
  - Doors, handles, lights, spills, buttons on elevators, marks on walls, water fountain, etc.
- Dust printers, window sills, display cases, etc.; remove cobwebs as needed.
- Assist facilities maintenance manager with yearly carpet cleanings.
- Garden and campus cleanup and maintenance as necessary.
- Maintain cleaning supplies for all buildings.
- NOAA Offices
  - Vacuum and take out trash 1-2x weekly.
- Art and Culture Room (after every use)
  - Vacuum, take out trash, dust, clean windows, wipe down surfaces
- John Hanson Hall (after every event)
  - Take out trash, sweep/mop floors as necessary, clean bathrooms, wipe down kitchen, sanitize all door handles/knobs/light switches, put away clean dishes, clean windows. Put away tables and chairs if needed.
- Assist with the cleaning of vacant apartments for new tenants.
- Perform other duties as assigned.
- Maintain a daily log of duties.
- Submit monthly reports to Tribal Administrator based on daily logs.