



Petersburg Indian Association
PO Box 1418
Petersburg, AK 99833
Phone: 907-772-3636 Fax: 907-772-3637



Job Title: Custodian

Supervisor: Facilities Maintenance Manager

Job Status: Part-time

Job Description:

Housekeeping and custodian responsibilities apply to the following Petersburg Indian Association commercial facilities: Elizabeth Peratrovich Building and the John Hanson Hall.

- 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 mirror, 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: warehouse, stairs, elevator, downstairs entry (front and back), conference room, hallways, offices, etc.
- Empty/ clean trash and recycle containers daily.
 - Offices, garbage by stairs, conference room, warehouse, bathrooms, etc.
- Empty shredders regularly.
- 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.
- Assist facilities maintenance manager with yearly carpet cleanings.
- Garden and campus cleanup and maintenance as necessary.
- NOAA Offices
 - Vacuum and take out trash 1-2x weekly.
- Emergency Housing Apartment (after every use)
 - Launder linens, clean bathroom, wipe down kitchen, vacuum, take out trash, etc.
- 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.
- See custodial list for suggested cleaning schedule.
- Perform other duties as assigned.
- Maintain daily log of duties.
- Submit monthly reports to Tribal Administrator based off daily log.

Hours: 4 Hours M-F