



Yuut Elitnaurviat

P E O P L E ' S L E A R N I N G C E N T E R

Association of Village Council Presidents • Association of Village Council Presidents, Regional Housing Authority
Bethel Community Services Foundation • Calista Corporation • City of Bethel • Lower Kuskokwim School District
Orutsararmiut Native Council • UAF - Kuskokwim Campus • Yukon-Kuskokwim Health Corporation

Custodian/Maintenance Helper

The Custodian/Maintenance Helper performs janitorial tasks and facilities set up and breakdown functions. The Custodian/Maintenance Helper reports to the Facilities Manager.

Salary: \$12-14/hr DOE

Responsibilities:

- * Support the daily Janitorial Upkeep of Yuut Elitnaurviat buildings, rental spaces, parking lots, and grounds by performing janitorial tasks at the direction of the Facilities Manager
- * Assist Facilities Manager with day-to-day campus maintenance
- * Perform Janitorial and Custodial duties
- * Duties may include cleaning of Yuut campus and other buildings associated with Yuut Elitnaurviat
- * Set-up and break down meeting rooms and event venues and support client needs
- * Pay attention to detail and safety in the workplace
- * Respond proactively to campus-wide event changes, requests, problems, and emergencies
- * Interact with vendors and service providers
- * Use materials carefully to avoid or reduce waste
- * Conserve and recycle materials
- * Represent Yuut Elitnaurviat to clients and visitors, using good interpersonal and communication skills
- * Other duties as assigned

Minimum Qualifications:

- * Minimum (1) year experience in janitorial
- * Demonstrated ability to lift at least 50 pounds safely
- * Must be able to use tools to perform Janitorial and Custodial Duties
- * Must be able to show up and be on time to work scheduled shift
- * Must be able to follow close directions given by your supervisor

Yuut Elitnaurviat is an Equal Opportunity Employer (EOE). For more information, or to apply, send application, resume and cover letter to ddishion@yuut.org, fax to (907) 543-0998, or call (907) 543-0999. The employment application can also be downloaded from our website (www.yuut.org) under the Apply! Tab.