TUNDRA WOMEN’S COALITION

Job Description

Residence Janitorial

Requirements: Yup’ik Speaker Preferred

 Must be able to pass a background check if 18 or older

 Must be willing to work with the public in a customer-service environment

Hours: Flexible, but in general, 8:00 a.m.- 12:00 pm- shifts may vary if other hours are needed- but no more than 25 hours per week

Rate of Pay: $21/hr

Responsibilities:

1. Clean the common areas of the shelter including kitchen, dining room, living room, bathrooms, and hallways.
2. Clean other parts of the shelter common areas that staff might identify (not including staff space).
3. Clean the CAC duplex after families use it. This includes dishes, laundry, bathroom, vacuuming, and other things as necessary.
4. Keep confidential residents who live in the shelter
5. Do Janitorial/Supplies inventory once a month and notify the Shelter Manager of what to buy or order.
6. Walk through the building every day with the shelter manager or another shelter and staff and check for any issues or problems. Such as, closing the fire extinguisher cabinets, wiping down the writings kids do on the walls with Magic Eraser etc.
7. Throw away any trash from the shelter
8. Help the staff with clearing out rooms of residents like moving things into and out of storage, etc.
9. Clean out the bathrooms 2-3 times a week- mop floors, scrub toilets, mirror with windex, restock toilet paper, paper towels, mop floor.
10. Model non-violent behavior both on and off the job.