



JOB DESCRIPTION

Job Title:	On-Call Janitor
Salary:	Due on Experience
Schedule:	40 Hours Per Week (some overtime maybe required)
Department:	Administration
Location:	Glennallen, Alaska
Reports To:	Maintenance Supervisor
FLSA Status:	Non-Exempt
Closing Date:	Until Filled

Summary: The Janitor is responsible for the custodial duties for the Ahtna Inc. and the State of Alaska Court System Offices that are located in the Ahtna Incorporated Building in Glennallen Alaska.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Wash dishes, coffee pots and rinse thermos and place in cabinets.
- Monitor security system (i.e. windows/doors closed and locked)
- Check window locks.
- Vacuum carpets paying particular attention to traffic areas. Remove non-permanent spots from carpet including stairways.
- Empty wastebaskets and change liners.
- Spot clean glass smudges on both sides of all doors and partitions.
- Dust all other horizontal surfaces that are in immediate reach and visually dusty.
- Sweep and vacuum tiled floors, damp mop as required.
- Sweep and vacuum dirt grades in entry-ways.
- Clean and sanitize bathrooms including commodes, urinals, basins, mirrors, fixtures, dispensers, partitions, wall partitions and refill supplies.
- Clean and polish push plates, kick plates, push bars and other metal surfaces as needed.
- Dust office furniture, cabinets, pictures, window sills, and blinds weekly.
- Polish all desks and credenzas with furniture polish weekly.
- Mop the floor mats by each desk area weekly.

Ahtna, Incorporated
 406 W. Fireweed Lane, Suite 101
 Anchorage, Alaska 99503

- Shampoo carpet in office and common areas monthly.
- Strip and apply floor finish on a monthly basis.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a High School Diploma or GED equivalent.
- Must have a valid Alaska Drivers License.
- Must be able to provide references.
- Ability to work independently without supervision.
- Must have a clean record provided by a required F.B.I and State of Alaska criminal background checks (at no cost to the applicant).
- Must be reliable, punctual, and consistent in all job duties and responsibilities.
- Must be able to complete assigned task with minimum supervision.
- Independent worker with proven problem solving skills.
- Able to effectively handle potentially stressful situations in a calm and professional manner.

Physical Demands / Work Environment:

Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing, and seeing (up close, at a distance, along the periphery, with depth perception, and the ability to adjust focus); walking; bending, pushing, pulling, and standing for up to 4 hours; occasional lifting of up to 25 pounds. Work performed in a professional office setting utilizing telephone, computer and other office equipment. Moderate travel required to shareholder communities, subsidiary offices and other locations as needed.

This position description identifies only the major functions and responsibilities of this job. It does not include all aspects of the position, or additional duties that may be assigned by a supervisor or manager. Please note there also may be a requirement to help others complete special projects and other work for the company's overall benefit.

Preference will be given to shareholders, descendants and/or shareholder spouses.

Accessing Employment Application:

1. Glennallen Office Mon – Friday 8 a.m. – 5 p.m.
2. Anchorage Office Mon – Friday 8 a.m. – 5 p.m.
3. Request an application via Fax 1.866.475.0420
4. <http://www.ahtna-inc.com>

Please submit your application and resume to Dean Barlip at the Glennallen Office before 5 p.m. Tuesday – September 5, 2008.

Dean E. Barlip
 HR Assistant
 Ahtna Incorporated – Glennallen Office
 Phone: 907.822.3476 ext. 230
 Fax: 907.822.3475

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