POSITION AVAILABLE
October 15, 2019

TITLE: Cold Bay Terminal Janitor
CLASSIFICATION: Contract Position

DUTIES AND RESPONSIBILITIES: The Cold Bay Terminal Janitor is responsible for providing janitorial support on behalf of the Aleutians East Borough (Borough) for the Cold Bay Terminal Building (Facility). Work shall include all activities necessary to provide for a clean, sanitary, and safe operation of the facility. Janitorial duties of the following Facility components will include, but not be limited to: sweeping, mopping, buffing, and waxing floors, vacuuming and shampooing carpets, removing carpet stains, dusting and washing surfaces, ledges, windows, doors, and walls, trash management, and full restroom cleaning. The Borough will provide a daily, weekly, semi-annual, and annual cleaning schedule. Daily tasks will vary. A full Scope of Services and cleaning schedule is available upon request to the e-mail below. This position is based in Cold Bay, Alaska.

DESIRED QUALIFICATIONS INCLUDE BUT ARE NOT LIMITED TO: High School diploma or equivalent, familiarity with the Aleutians and/or rural Alaska, ability to lift 50 pounds, ability to learn quickly and accept and process feedback, ability to work on-call 7 days per week. Applicants must reside in Cold Bay, Alaska if offered the position.

CONTRACT FEE AND DURATION: The contract shall be for $20,000 annually ($1,666.66/mo.). The contract shall be for one (1) year with the option to extend for two (2) additional years.

APPLICATIONS: To request an application, please e-mail mtesche@aeboro.org or call 907-274-7559. Interested candidates must submit the application to:

Assistant Borough Administrator
Aleutians East Borough
3380 C Street, Suite 205
Anchorage, AK 99503

Application packets may be hand-carried or mailed to the above address, faxed to (907) 276-7569, or e-mailed to mtesche@aeboro.org.

CLOSING DATE: Applications are due on October 28, 2019 at 12:00 PM.