

## **Aleutians East Borough Job Description**

### **Cold Bay Terminal Janitor (Contract Employee)**

#### **Job Summary**

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). Services shall include all activities necessary to provide for a clean, sanitary, and safe operation of the facility.

#### **Major Duties**

Providing janitorial services and upkeep for the public use areas and selected joint use space on the first floor, and the leased space on the second floor of the Cold Bay Terminal Building by following a daily, weekly, monthly, and annual cleaning schedule. Duties will vary and include, but are not limited to:

##### **Daily**

- Sweeping floors using chemically treated absorbent or dusting tools
- Carpet sweeping all carpeted areas as needed
- Vacuuming
- Emptying trash cans in public use areas
- Washing drinking fountains
- Dusting all horizontal surfaces except desktops and work surfaces that are readily available and visibly require dusting
- Cleaning glass entry doors
- Daily restroom cleaning
  - Cleaning restroom fixtures and chrome fittings
  - Cleaning and refilling all soap dispensers, paper products and deodorant material
  - Wet mopping restroom floors
  - Sanitizing toilets, seats, urinals
  - Spot washing walls, partitions, and doors
  - Emptying trash cans and waste disposal containers

### **Weekly**

- Damp mopping and buffing all non-carpeted floors
- Damp wiping restroom toilet wastepaper receptacles, stall partitions, doors, and walls
- Damp wiping window sills, and frames in public use areas
- Washing inside and out or steam clean all waste baskets and receptacles used for the collection of food remnants and coffee service in public use areas and specified joint use space

### **Every Two Weeks**

- Damp mopping and spray buff hard and resilient floors in 2<sup>nd</sup> floor office space

### **Monthly**

- Waxing and buffing non carpeted floors
- Cleaning/washing walls as needed
- Dusting all ledges and flat surfaces, light fixtures, venetian blinds.
- Washing restroom walls, partitions, doors monthly
- Thoroughly dusting furniture in public use areas
- Spot cleaning all wall surfaces within 70 inches of floor
- Spray buffing resilient floors in main corridors, entrances, and lobbies
- Cleaning elevators
- Removing carpet stains from public use areas and specified joint use space

### **Semiannually**

- Shampooing carpets on the 2<sup>nd</sup> floor
- Dusting wall surfaces within 70 inches of floor, vertical surfaces, and under surfaces
- Cleaning metal surfaces in lobbies, including the baggage chute and conveyor belt

**Annually**

- Washing all interior and exterior windows annually
- Stripping old wax from all floor space and re-wax
- Washing all venetian blinds and dust 6 months from washing
- Vacuuming or dust all surfaces in the building within 70 inches from the floor, including light fixtures annually
- Stripping and applying four coats of finish to resilient floors in restrooms
- Stripping and refinishing main corridors and other heavy traffic areas, excluding the cargo and mail hold room

**Every Two Years**

- Shampooing carpets in corridors, public use areas, and joint use space
- The Terminal Janitor may be assigned other duties from time to time.
- In the event of an absence from the workplace, the Janitor shall arrange for and compensate a backup contract employee to perform the duties established in this Contract.

**Work Environment**

Work is performed in an indoor/outdoor environment in Cold Bay, Alaska. Work will be conducted out of the Cold Bay Terminal. There is limited interaction with people. Work will, in general, be conducted after normal Terminal operating hours and dependent on flight schedules.

**Supervisory Control/Responsibilities**

The Cold Bay Terminal Janitor reports to the Borough Administration.

**Compensation**

This position is classified as a Contract Employee. It is understood that the contractor will work, on average, 60 hours per month and that monthly workloads will vary through the contract period. The rate of pay is from \$1,666 per month to \$1,800 per month, depending on experience.

**Period of Performance**

The Contract Period of Performance shall be for two (2) years, with the option to extend for an additional two (2) years.

APPROVED Anne Bailey  
Borough Administrator

4/10/2023  
Date

**Aleutians East Borough Job Description  
Cold Bay Terminal Janitor**