

NATIVE VILLAGE OF GOODNEWS BAY
TRANSPORTATION DEPARTMENT
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Contact: Tribal Administrator Freida James
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JANITOR/MAINTENANCE POSITION

Position Title: Janitor/Maintenance

Reports to: Tribal Administrator- Freida James

Employment Type: Full-Time

Compensation: \$30.00 per hour for 15 hours per week Janitorial plus \$500.00 flat fee per month for Maintenance responsibilities.

Job Summary:

The Janitor/Maintenance position is responsible for ensuring the overall cleanliness, safety, and ongoing upkeep of the Tribal facilities. This position combines regular janitorial tasks with ongoing maintenance responsibilities to ensure that the Tribal Office and related buildings are safe, functional, and welcoming for staff, members, and visitors. The Position is supervised by the Tribal Administrator and requires reliability, attention to detail, and the ability to work both independently and collaboratively.

Duties and Responsibilities:

- Perform daily janitorial services including sweeping, mopping, vacuuming, dusting, and sanitizing common areas, restrooms, and offices.
- Maintain kitchen, meeting, and shared spaces to ensure safe and sanitary conditions.
- Conduct routine facility and grounds maintenance, including minor repairs, equipment upkeep, and season duties such as snow removal and sanding.
- Inspect facilities regularly and promptly report hazards, damages, or major repair needs to the Tribal Administrator.
- Maintain inventory of cleaning supplies, tools, and maintenance materials.
- Provide support for Tribal events, including facility preparation, setup, and cleanup.
- Carry out other related duties as assigned to support the effective operation of the Tribal Office and facilities.

Qualifications:

- Prior janitorial or maintenance experience preferred.

- Knowledge of basic building systems (plumbing, electrical, heating, carpentry) is desirable.
- Ability to use cleaning equipment and perform minor repairs safely and effectively.
- Physically able to lift up to 50 pounds and perform repetitive, active tasks.
- Strong organizational skills, dependability, and attention to detail.
- Ability to work independently and follow directions from the Tribal Administrator.

Compensation & Hours:

- Hourly Rate: \$30.00 per hour for 15 hours of janitorial duties per week.
- Maintenance Stipend: \$500.00 monthly for ongoing maintenance responsibilities.
- Status: Full-time, with flexibility to meet facility and community needs.

Native Preference:

Preference in hiring will be given to local Alaska Native and American Indian applicants under PL 93-638 upon submission of C.I.B.

This job description outlines the general nature and key responsibilities of the position. It is not intended to be an exhaustive list of all duties and responsibilities. Additional tasks may be assigned as necessary.

This document does not constitute a contract for employment.