

Alaska Wildlife Conservation Center Custodian

ALASKA
WILDLIFE



CONSERVATION CENTER

Position : Custodian

Status : Full-time, Year Round

Reports to: Maintenance Manager

FLSA Status: Non-Exempt

Wage: \$20/hour

The custodial team play an integral role in protecting the health of building occupants as well as the animals in our care. They help prevent the spread of illness and infection and ensure a safe and clean environment.

With a combination of a passion for the job and communication with other departments, you can make our guests experience more than memorable. Our custodial team must have a positive, professional, and upbeat personality with a desire to maintain high cleanliness standards. We are looking for a dependable, cheerful team player.

RESPONSIBILITIES

- Maintain regular and punctual attendance.
- Ensure that all necessary tools are in place to perform your job effectively.
- Performs daily janitorial services of all buildings, bathrooms, vehicles, and grounds
- Cleaning duties include, but are not limited to, toilets, urinals, mirrors, and bathroom stalls; empty trash; unclog toilets; empty sanitary napkin bins; restock toilet paper and hand towels; sweep and mop floors; vacuum rugs; and dust.
- Support the maintenance team with shoveling, snow blowing, weed whacking, watering, gardening, etc.
- Trash and Recycling removal from locations throughout property to designated holding area
- Performs inspections of all restrooms every two hours to ensure they are stocked and clean.
- Adheres to OSHA guidelines.
- Communicate clearly and effectively with guests and co-workers alike.
- Provide guests with courteous professional service throughout their visit.
- Engage each guest as a unique individual and listen attentively to their requests.
- Listen to guest's complaints or concerns and resolve any issues in your purview.
- Direct guest with issues outside your capacity to someone who can help them.
- Promote a safe working environment.
- Operate company vehicles throughout property responsibly.
- Practice safe working habits including bending and lifting appropriately to avoid injury, reporting hazards, appropriate use of cleaning chemicals and working to minimize tripping hazards.
- Assist with table and chair setups across property for special events.
- Keep work area neat, tidy, and presentable for guests.
- Maintain established cleaning and sanitizing routines.
- All other assigned duties as assigned.

QUALIFICATIONS

- Excellent communication, guest service and time management skills.
- Able to organize, plan for and manage assigned workload.
- Ability to work effectively in a fast-paced and multi-tasking, guest-oriented environment.
- A team player and a self-starter, yet able to work independently.
- Ability to listen, learn, understand, and follow instructions and directions.
- Must possess positive attitude and respectful attitude.
- Must be able to lift 50 lbs. frequently.
- Available to work varying shifts/hours based on business need, including weekends and holidays.
- Must be able to work outdoors in extreme wind, temperature, rain, and winter conditions.
- Must be eligible to work in the United States

PREFERRED SKILLS

- Three to six months of prior high-volume work.
- Commercial, institutional, industrial, sanitization experience
- A basic knowledge of the area and its surroundings
- Bilingual or Multilingual skills ideal, but not required

BENEFITS

- \$20/hour pay rate
- 9 paid holidays including: New Years, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, Christmas Eve, and the employee's birthday
- Medical, dental and vision insurance
- Sick Leave
- PTO package up to 3 weeks in first year of employment
- 403-b retirement option, matching 3% after 1 year of employment
- Health Care Premium paid in full

DATE: _____

EMPLOYEE PRINTED NAME: _____

EMPLOYEE SIGNATURE: _____