

**Norton Sound Economic Development Corporation  
Job Description**

**Job Title: Office Custodian**

Department: Administration

Supervisor: Community Benefits Director

Supervisory: No

Grade: 1

Duty Station: Unalakleet, AK

Type of Position: Regular, Part-time

Eligible for Benefits: Yes

FLSA: Non-Exempt

**Summary of Organization:**

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 9,200 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound region, regional fisheries and Community Development Quota organizations is preferred for all positions.

**Purpose of Position:**

The Office Custodian is responsible for performing various custodial duties and cleaning of NSEDC's facilities.

**Supervision Received:**

The position receives supervision from the Community Benefits Director who monitors work performance and gives work direction. The position functions with limited supervision.

**Essential Job Functions and Responsibilities:**

- Clean individual offices, shared spaces, restrooms and other designated areas of the office building two to three times a week, and/or on an as-needed basis
- Vacuum all carpeted areas upstairs and down
- Sweep and mop all vinyl and hard floors
- Dust as needed
- Clean both kitchenet areas upstairs and down
- Clean all restrooms including toilets and urinals, restock toilet paper and paper towels
- Empty trash cans
- Wipe door handles and window sills
- Clean windows as necessary (interior only)

**Qualifications:**

High school diploma or equivalent is required. At least one year of applicable work experience is preferred. Resident of the community preferred.

**Required Supervisory Experience:**

None.

**Knowledge and Skills:**

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly and represent the company in a professional manner.

- Knowledge of cleaning practices, methods and supplies
- Knowledge of basic custodial operations
- Ability to communicate effectively
- Ability to establish priorities, work independently, and proceed with objectives without continual supervision
- Ability to meet deadlines

**Physical Requirements**

- Use hands and arms to clean office areas
- Stand, bend and/or walk for prolonged periods of time
- Lift or carry unaided less than 50 pounds
- See and hear with normal acuity

**Working Conditions**

- Work is conducted in a standard office environment, typically after close of business

**Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.**

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Disclaimer**

*The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*