



Chickaloon Village Traditional Council
(Nay'dini'aa Na')
Accounting/Administration Department
Internal/External Position Announcement

Position Title: Part-Time Custodian/Safety Coordinator

Department: Accounting/Administration Department

Reports to: Facilities Director

Position Summary: We are seeking one part-time Custodian/Safety Coordinator, responsible for maintaining clean and safe office buildings. This position is responsible for doing janitorial tasks, yard maintenance & removing snow. The Custodian/Safety Coordinator will alert staff members to any unsafe conditions or actions as they encounter them in the workplace and assist in resolving them. Successful applicant must be reliable, responsible, detail-oriented and have good communication skills. This position works in coordination with another custodian to complete tasks. The position is part-time, 20 hours per week with no benefits.

Qualifications:

Education: Must be at least eighteen years old and actively working on graduating from high school or have a high school diploma (or the equivalent).

Experience: Minimum of 6 months of experience is required in janitorial, yard maintenance, snow removal tasks and applicable equipment. Must be able to lift up to 50 lbs.

Must have valid Alaska Driver's License and reliable transportation in order to work at all sites, and be insurable by the Tribe's auto insurance.

May be required to complete Federal Background check.

Hiring Preference: As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

The application deadline is Noon on Friday, September 20th, 2019. A fully completed CVTC employment application & resume are required. Applications are available on our website: www.chickaloon-nsn.gov/employment/, or by contacting Jennifer at 745-0749 or by email request to employment@chickaloon-nsn.gov.