



Barrow Utilities and Electric Cooperative, Inc.

PO Box 449
Utqiagvik, Alaska 99723
Phone 907-852-6166
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Job Description

Job Title:	Part-Time Custodian	Supervises:	Non-Supervisory
Division:	Accounting	DOT Safety Sensitive:	No
Reports to:	Purchase & Warehouse Manager	FLSA Status:	Non-exempt, hourly
Union status:	Non-Union	Date:	June 6, 2024
Status:	Part-Time, Temporary	Salary	\$27.29/hourly
Pay Grade	4		

Summary:

The Custodian will clean and maintain BUECI facilities. Facilities include BUECI Main Office (Base 1), BUECI Trailer 1295-A, and the BUECI Itinerant housing (BIH).

Work Schedule:

Primary Work Location – BUECI Admin Office

- Tuesday, Thursday, & Friday: 5:30 PM – 9:30 PM

Secondary Work Location – BUECI Itinerant Housing (BIH)

- Monday or Wednesday: 5:30 PM – 9:30 PM (as needed)
- Saturday or Sunday: 5:30 PM – 9:30 PM (as needed)

Note: BIH hours are scheduled based on tenant turnover and occupancy. Shifts will be communicated in advance when needed.

Essential Duties and Responsibilities:

The duties include but are not limited to the following:

- Performs general cleaning and janitorial duties for BUECI Facilities.
- Performs and completes the cleaning and janitorial check off lists for each of the BUECI Facilities.
- Strong attention to detail and a commitment to maintaining high cleanliness standards.
- Perform cleaning tasks such as sweeping, mopping, vacuuming, and dusting in all designated areas.
- Sanitize restrooms, break rooms, and other common areas regularly throughout the day.
- Disinfect frequently touched surfaces such as doorknobs, light switches, and countertops.
- Reset and clean company housing units according to established standards after each use.
- Launder linens, towels, and other bedding items promptly and efficiently.
- Ensure all appliances, fixtures, and furniture in company housing are in good working condition and report any issues to management.
- Collect and dispose of trash from all designated areas.
- Monitor waste levels and ensure proper disposal procedures are followed.
- Maintain adequate stock levels of cleaning supplies and equipment.
- Place orders through the purchasing department for replenishment as needed and keep inventory organized.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of cleaning techniques, equipment, and materials.
- Ability to prioritize tasks and manage time effectively.
- Strong attention to detail and a commitment to maintaining high cleanliness standards.
- Physical stamina and the ability to lift heavy objects and perform repetitive tasks.

- Excellent communication and teamwork skills.

Education, Experience, Certifications, and License Required:

- High school diploma or equivalent preferred.
- Proven experience in custodial or janitorial roles preferred.
- Ability to work evenings and/or weekends.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods walking, standing, bending, and kneeling.
- Occasionally lift and or carry up to 50 pounds at a time.

Work Environment:

Work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment varies from low to moderate.

This job description does not constitute a written or implied contract of employment. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

BUECI IS AN EEO/M/F/D/V EMPLOYEE