

JOB VACANCY ANNOUNCEMENT

Opening Date:	November 28, 2018	Closing Date:	Until Filled
Position:	<u>Temporary Housekeeper</u>	Reports to:	Housekeeping Supervisor
Salary/Wage:	Grade 3; \$20.68 – 22.83/HR	Department:	Housekeeping
Hours:	Varies based on schedule	Location:	ASNA/SSMH

Brief Summary:

Responsible to maintain a clean environment in a timely manner for the hospital.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

High School Diploma or general education degree (GED)

Desired Knowledge, Skills and Abilities:

- Knowledge of basic math.
- Ability to follow instructions.
- Knowledge of materials/waste emergency procedures and spills and safety data sheets.
- Ability to adhere to safety regulations.
- Work ethically and professionally; treat people courteously and respectfully.
- Identify and resolve problems in a timely manner.
- Maintain confidentiality.
- Ability to manage competing demands; able to deal with change, delays or unexpected events.
- Effective oral communication skills.
- Ability to delegate tasks and ensure completion of delegated tasks.
- Ability to prioritize tasks and meet deadlines.
- Good interpersonal skills and ability to work as a team member.
- Ability to analyze and evaluate material and solve problems.
- Must be self-motivated and detail oriented.
- Support ASNA's mission and goals; follow all policies and procedures.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.