

JOB VACANCY ANNOUNCEMENT

Opening Date: January 13, 2021

Position:

Housing Housekeeper - (2 Positions)

Salary/Wage: Grade 3; \$21.51 – \$23.75/HR DOE

Hours: Varies based on schedule

Closing Date: Until Filled

Reports to: Offsite Facilities Manager

Department: Offsite Facilities

Location: ASNA/SSMH

Brief Summary:

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

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)

Essential Job Functions:

- Routinely clean rooms, bathrooms, hallways, and entranceways.
- Wipe surfaces in all areas using cleaning chemicals and disinfectants.
- Ensure equipment and work areas are safe; that procedures regarding cleaners and hazardous materials or objects are strictly adhered to; that equipment and supplies are properly stored.
- Ensure universal precautions and infection control, isolation, fire, safety and sanitation practices and procedures are followed; and promptly report any hazardous conditions and equipment.
- Maintain floors by sweeping and removing debris and by washing and polishing surfaces.
- Remove and properly dispose of trash.
- Inventory and stock cleaning supplies.
- Inspect equipment for repairs or replacements.

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.

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