



213 Third Street ♦ Juneau, Alaska 99801 ♦ (907) 586-8228 ♦ Fax (907) 586-8226 ♦
www.reachak.org

AN EQUAL OPPORTUNITY EMPLOYER

JOB ANNOUNCEMENT

POSITION: CUSTODIAN (Part-Time/Half-Time/Temporary, etc.)*
• *Half-Time schedule: (Monday-Friday; 5:00-9:00 PM).*

POSITION #: 06-022009

DEPARTMENT: Maintenance

SALARY: \$8.00 - \$11.00 per hour DOE & Limited Benefits*
• *Limited pro-rated benefits offered to those hired with Half-Time status (working a minimum of 20 hours per week)*

CLOSING DATE: Ongoing Recruitment

DUTIES & RESPONSIBILITIES: These positions offer applicants meaningful employment and desirable hours; with the potential opportunity for advancement and full-time employment. Positions may be part-time, half-time, or temporary. Under general supervision, performs a variety of custodial and maintenance duties including dusting, mopping, finishing and buffing floors, vacuuming and shampooing carpets, and the cleaning of restroom facilities. Restock restroom paper and soap supplies, empty trash receptacles, and bag trash for proper disposal. Ensure the proper care and maintenance of cleaning equipment and supplies. Promote workplace safety at all times, and ensure that all doors are locked and secure following cleaning. Adhere to all Agency policies and procedures, and promote a positive working relationship with all staff. Attend meetings and training sessions as necessary.

QUALIFICATIONS: Previous custodial work experience preferred, but not required. A self-starter, who is conscientious and able to perform job duties with minimal supervision. Ability to perform routine, moderately physical work, with a positive attitude. Dependability, honesty, and reliability are key qualifications.

REQUIREMENTS: High School Diploma or G.E.D. preferred, but not required. Applicants will be required to undergo a successful criminal background check, prior to employment. ***Applicants who experience a documented disability (from a broad range of qualifying disabilities) are strongly encouraged to apply.***

- CONTINUED ON REVERSE -

APPLICATION PROCESS: Employment applications are available by visiting or contacting REACH, Inc. @ 213 Third Street; Juneau, AK 99801 (Phone 907-586-8228); OR may be downloaded from our website @ www.reachak.org Please submit a completed REACH, Inc Application for Employment, and resume to Human Resource Manager; REACH, Inc; 213 Third Street; Juneau, AK 99801; OR fax to (907) 586-8226. List the "Position" you are applying for, and the "Position #"; on your completed application, and sign before submitting for processing. Applicants selected to participate in the interview process will be contacted by phone. Thank you for your interest in REACH, Inc.

Please Note: : REACH, Inc maintains a Drug-Free Workplace; and applicants may be required to submit to pre-employment drug screening as a condition of employment.