



Position Description / Vacancy Announcement

Anchorage Community Development Authority
 700 W. 6th Avenue, Suite 206 Anchorage, Alaska 99501

Job Number: C3-2010	Job Title: Custodian	Closing Date: Applications must be received by 3:00 pm, Friday, March 19, 2010	
Level 1 Pay Range: \$9.50 - \$14.50 Per Hour DOE		Direct Report: Facilities Manager & Lead Custodian	FLSA: Non-Exempt
Schedule: Afternoon/Evening Shift, must be able to work weekends May be required to work overtime depending on workload.			

TO BE ELIGIBLE FOR CONSIDERATION, THE FOLLOWING EXPERIENCE AND EDUCATION MUST APPEAR ON YOUR APPLICATION

Minimum Qualifications:

Education & Experience:

Must be able to read, write and communicate in English. Must possess a valid driver's license, good driving record and have no convictions of crimes of moral turpitude for the past seven (7) years. Ability to lift and move heavy objects weighing up to 75 pounds.

Preferred: One or more years experience as a custodial worker, enlisted military service or experience in performing related duties. Applicants with custodial or other experience in customer-occupied areas in a challenging work environment and in adverse weather conditions.

Nature of Work:

Entry level physical labor work that involves cleaning areas inside and outside of ACDA parking garages, parking lots, public areas in the downtown transit center as well as offices, lobby areas, rest rooms, stairwells. Contacts are mainly with customers, lead custodian and other custodians. Requires outside work in inclement weather conditions performing cleaning and snow/ice removal. Noise levels are usually moderate to loud. Works near moving machinery parts such as floor cleaning or waxing/buffing equipment. Exposed to fumes and airborne particles from cleaning solvents and other products and exposed to harsh cleaning products.

Essential Duties:

- Cleans and removes debris from business offices, lobbies, rest rooms, corridors, elevators, stairways, sidewalks and other areas as requested.
- Removes snow and ice as needed from walkways using shovels, all-terrain vehicle or other equipment and may spread sand or ice-melt as needed.
- Replenishes supplies such as bathroom supplies and light bulbs.
- Keeps storage and utility rooms in clean and orderly condition. May maintain inventory reports and logs.
- Dust furniture; washes or cleans walls, ceilings, woodwork, windows, blinds or window coverings, door panels and sills using cleaning solutions, brushes or other equipment.
- Polishes metalwork.
- Sweeps, mops, strips, waxes and polishes floors using hand and power equipment. Cleans rugs, carpets, and upholstered furniture.
- Empties trash and garbage containers and empties and cleans ashtrays. Transports and disposes of trash.
- Sanitizes rest room facilities.



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- Informs supervisor of irregularities and possible problems either orally or in writing in a timely manner as needed.
- Follows company policies and procedures.
- Operates motor vehicles and light trucks to transport small equipment and trash between facilities.
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Knowledge of and experience in the professional performance of custodial duties and responsibilities in commercial buildings and public areas.
- Working knowledge of all custodial skills, standards and equipment.
- Ability to lift and move heavy objects weighing 30-75 pounds.
- Excellent hearing, vision and coordination abilities.
- Knowledge of and ability to apply relevant safety rules and practices.
- Ability to understand and follow oral and written instructions and to give oral and brief written reports as needed.
- Ability to communicate effectively orally and in writing as required by job duties.
- Ability to establish and maintain effective working relationships with coworkers.
- Ability to meet attendance standards.
- Ability to operate light trucks, all-terrain vehicles and snow removal equipment.
- Ability to identify urgent needs to provide safe, clean and usable facilities.
- Ability to work in and around patrons and customers from widely diverse economic and ethnic backgrounds and who may need hygiene maintenance or medical care.

Supervisory Responsibilities: None.

Notice: A fully completed ACDA employment application is required: a resume may be attached.

updated: 5/2009, 2/2009, 9/2001
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