



KALTAG TRIBAL COUNCIL
12 E STREET/PO BOX 129
KALTAG, AK 99748
907-534-2224 PHONE
907-534-2299 FAX
KALTAGTRIBE@HOTMAIL.COM

COVID-19 PREVENTION SANITATION WORKER

JOB DESCRIPTION

LOCATION	Kaltag, Alaska
SALARY	\$22/hr, 25 hours/week
SUPERVISOR	Tribal Administrator
JOB SUMMARY	Sanitizing Tribal facilities to prevent the spread of COVID-19
RESPONSIBILITIES	
<ul style="list-style-type: none"> • Mandatory 1 hour training in CDC guidelines to ensure safety precautions are being followed. • Clean surfaces and objects with soap and water then disinfects with a rotation of washeteria, tribal office, tribal hall, playground equipment for example, however, specific areas are to be directed by Tribe. • Cleaning routine to be done repetitively during the day where possible to prevent the spread of COVID-19. • Alert people of precautionary measures, for example: put up signs at washeteria to not shake out their clothes in washeteria, just place in washer or shake out clothes at home or outside if need be; remind people to clean their computer keyboards and desk areas regularly, etc. <p style="text-align: center;">Precautionary cleaning measures:</p> <ul style="list-style-type: none"> • Wear disposable gloves to clean and disinfect. • Wear skin protection and consider eye protection for potential splash hazards. • Clean surfaces using soap and water, then use disinfectant. (Cleaning with soap and water reduces the number of germs, dirt, and impurities on the surface. Disinfecting kills germs on- surfaces.) • High touch surfaces to include tables, doorknobs, light switches, countertops, control panels, phones, toilet handles, faucets, sinks, etc. 	
MINIMUM QUALIFICATIONS	
<ol style="list-style-type: none"> 1. Must be at least 18 years of age. 2. High School diploma or GED required. 3. Knowledge of general office procedures and ability to operate standard office equipment. 4. Familiar with Microsoft computer programs 	
PHYSICAL DEMANDS	
Must be able to lift, carry, push, and pull at least 50lbs.	
SUMMATION	
Job incumbents must be organized and timely. Good public relations skills are essential in working with the public. Must be flexible to adapt to evolving job duties and must be able to work independently with limited supervision.	