

FACILITIES · CONTRACT AS NEEDED · JD-EMK-26

Janitorial Services (Part-Time Contract)

JD NUMBER	JD-EMK-26
FLSA STATUS	Non-Exempt (Part-Time Contract)
EEO CATEGORY	Service Workers
REPORTS TO	President & CEO
LOCATION	Emmonak, AK
SUPERVISES	None
DEPARTMENT	FACILITIES — CONTRACT AS NEEDED

POSITION SUMMARY

Emmonak Corporation is actively seeking part-time janitorial-services contractors to handle routine cleaning of the Corporation offices, Store front-of-house, and shared facilities on a scheduled basis. This is a contract role engaged as needed — ideal for community members looking for flexible, recurring work. Reporting note (Aug 2026): Reports directly to the President & CEO while the Facilities Coordinator (Part-Time) position remains vacant. Once filled, reporting will transfer to the Facilities Coordinator (Part-Time).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform routine cleaning of corporation offices, Store front-of-house, restrooms, and common areas on a scheduled basis.
- Empty trash and recycling and ensure waste is handled in line with corporation and community practice.
- Stock restroom and break-room supplies; flag low inventory.
- Spot-clean spills, polish floors and surfaces, and disinfect high-touch surfaces.
- Lock up and secure the premises at the end of each cleaning shift.
- Report damage, leaks, electrical issues, or safety hazards to the Facilities Manager.
- Adhere to all OSHA-compliant practices for handling cleaning chemicals.

REQUIRED QUALIFICATIONS

- Reliability, attention to detail, and respect for confidential corporation environments.
- Ability to work scheduled shifts including evenings and/or weekends.
- Ability to lift up to 35 lbs and stand/walk for extended periods.
- Valid Alaska driver's license preferred.

PREFERRED QUALIFICATIONS

- Alaska Native descent — Emmonak shareholders strongly encouraged to apply.

- Prior janitorial, custodial, or housekeeping experience.
- Bilingual English / Yup'ik.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Engagement is contingent on the satisfactory completion of a pre-engagement background check and drug screening. Continued engagement is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy. Contractor candidates must consent to these screenings as part of the engagement process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Active role. Must be able to bend, kneel, reach, push, pull, and lift up to 35 lbs. Exposure to cleaning chemicals — PPE provided.
Work environment	Part-time contract cleaning of the Emmonak Corporation offices and Store front-of-house on a scheduled basis.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for engagement without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation strongly encourages shareholders to apply.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature
Printed name	Printed name
Date	Date