

Moencopi Day School POSITION DESCRIPTION

TITLE:	CUSTODIAN
EMPLOYMENT:	12 Months (non-exempt)
SUPERVISOR:	Chief School Administrator
PRIMARY RESPONSIBILITY:	This position is part of the Facility team and performs a full range of cleaning assignment for the school, ensuring a safe and healthy environment for MDS students and staff.
ADHERENCE TO:	Hold a firm belief and commitment to MDS Philosophy, Vision and Mission.

QUALIFICATIONS

- High School Diploma or equivalent; Certificate or some college credit hours preferred.
- Must be at least 18 years of age or older.
- Preferred experience as custodian, janitor or in a similar role. Knowledge of use and maintenance of cleaning equipment's and appliances. Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity with basic landscaping and handyman practices
- Very good physical condition and strength
- CPR and First Aid Certifications required within one year of employment.
- Required valid Driver's license.
- Must pass Background Check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal.
- Must in their background reference check, demonstrate successful, positive, multi-year employment and performance of duties at each of the last three (3) employment positions.
- Hopi/Native American Preference.
- Excellent communication skills, ability to communicate and work well with staff, students, parents, and community.

PHYSICAL REQUIREMENTS

- Must be able to lift over fifty (50) pounds.
- Must be in excellent physical condition, good vision, and hearing.

RESPONSIBILITIES

- Responsible for overall cleaning of the school facilities and surrounding exterior areas, such as ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces.; exterior areas such as sidewalks, building, litter pick-up in school playground, etc.
- Vacuums and shampoo carpets, washes windows, blinds, and chalkboards.
- Performs minor maintenance/repairs, such as changing light bulbs and florescent tubes, touch-up painting, removal of graffiti, replacing door handles or panes of glass, unclogging bathroom sinks and toilets, etc.
- Clean and disinfect bathrooms and re-stock toilet issues, paper towels, hand soap, etc.; clean and disinfect water fountains.
- Assures equipment is properly maintained, cleaning and adjusting, and minor repairs, as necessary.
- Uses a variety of materials, chemicals, and equipment to sweep, mop, scrub, wax, and polish.

- Responsible for maintaining janitorial supplies properly and in sufficient quantities; maintenance and storage procedures of harsh chemicals or hazardous materials, must meet all safety and health standards, regulations, and requirements.
- Perform additional duties such as hauling trash, shovel snow, removal of ice, trim weeds, and shrubs, etc.
- Complete and submit required reports, initiate work orders for repairs and other routine documentation.
- Secure facilities after operating hours by locking doors, closing windows, and setting up the alarm.
- May be required to drive various size vehicles ranging from sedans to large trucks.
- Knowledge of ADA, life and safety and building codes.
- Will be in daily attendance of 90% or better monthly.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff & committee meetings and required school in-service program activities.
- Be responsible for own involvement involving group decisions and the development of a positive building environment.
- Be responsible for understanding and observing Board policies and regulations.
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of duty area.
- Provides Quality Customer Service.
- Performs other duties as assigned.

ACKNOWLEDGEMENT

By signing this, I acknowledge that I have read, understand, and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT

PRINT NAME _____

SIGNATURE _____ DATE _____

SUPERVISOR

PRINT NAME _____

SIGNATURE _____ DATE _____