

Hotevilla Bacavi Community School
POSITION DESCRIPTION
Approved: March 13, 2026



TITLE: Custodian	EMPLOYMENT: 12 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Support

GENERAL STATEMENT OF RESPONSIBILITIES: The position duties consist of cleaning and care; routine preventative maintenance, and services in maintaining all school buildings.

I. QUALIFICATIONS

1. High school diploma.
2. Working knowledge of power tools, equipment, and hand tools used in maintenance and cleaning
3. Must have valid Arizona Driver's license
4. Willing to work late and on weekends when requested to do so.
5. Have good written and verbal communication skills.
6. Must pass criminal background checks by state, federal, and Hopi Tribe
7. Knowledge of Hopi Culture/Language preferred
8. Must have or obtain CPR and First Aid certification
9. As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 5 years of employment

II. DUTIES AND RESPONSIBILITIES

1. Performs cleaning and janitorial duties and limited grounds maintenance
2. Clean and sanitize restroom/bathroom using established practices and procedure
3. Clean, dust, and wipe furniture, clean windows sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispenser; clean and disinfect drinking fountains
4. Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets
5. Assists in checking school for safety hazards and reports deficiencies
6. Uses and maintains assigned power equipment and hand tools, etc.
7. Lock and unlock assigned buildings; secure buildings when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights
8. Actively participates in school support teams and or school improvement committees
9. Follow instructions regarding the use of chemicals and supplies, use as directed
10. Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment
11. Inventory cleaning materials and supplies.
12. Estimates materials for projects per work order and submit to supervisor
13. Requisition for parts and supplies as needed and submit to supervisor for processing
14. 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.
15. Knowledge of ADA, life and safety and building codes.

16. Knowledge of Safety Data Sheet.
17. Assist with monthly emergency evacuation drills
18. Will make collaborative efforts to assist in reaching school improvement goals.
19. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. SUPERVISION RECEIVED BY: Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board