

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, general nature for proper operation, maintenance and minor repair of school building, utilities, and related structures, 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 and appliances. Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity with basic landscaping and handyman practices
- Demonstrated skill/craft in at least three (3) skill/craft area, i.e., carpentry, plumbing, electrical, water testing, etc.
- Ability to follow written and/or oral instructions.
- Excellent organizational and time management skills; ability to prioritize work activities with flexibility to address changing priorities, ability to multi-task and meet timelines.
- Ability to communicate and collaborate well with staff, parents, and students.
- 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 collaborate 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, to ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces; exterior areas such as sidewalks, buildings, litter pick-up in school playground, etc.
- Vacuums and shampoo carpets, wash 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.
- Ensure 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, shoveling 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.
- Perform duties that require more than the basic knowledge of various trades but lower than a journeyman level involving plumbing, electrical, painting and carpentry skills in the maintenance of all school facilities and living quarters.
- Perform work assignments such as:
 1. Repair damaged floors, walls, ceilings, windows, doors, steps, guard rails, etc.
 2. Repaint surfaces using brushes or rollers and premixed paint.
 3. Replace minor electrical parts, such as switches, plate outlets, etc.
 4. Repair broken or frayed wiring.
 5. Perform maintenance and minor repair of plumbing fixtures and pipes by replacing faucets, washer pipe elbows and cleans clogged drains and sewer lines.
- Perform preventive maintenance and regular inspections/monitoring of school buildings, water wells, fire extinguishers, fire alarm system, sewer water treatment on required timelines, i.e., daily, weekly, monthly, bi-annual, and/or annual basis.
- Complete and submit required reports, shop orders, and logs; maintain routine records such as water meters and water samples (by zones)
- In the performance of duties, required to comply with all safety and health requirements; proper use of safety equipment and maintenance of appropriate documentation related to state, federal and/or BIE safety guidelines.
- Inspect facilities/housing units and equipment to identify maintenance needs and safety concerns.
- Respond to work orders, emergency repairs, and after-hours maintenance needs assigned.
- Assist with inventory, ordering, and proper use of maintenance supplies.
- Working knowledge of building maintenance trades and practices
- Ability to troubleshoot and perform basic repairs across multiple systems.
- Ability to read manuals, blueprints, and work orders.
- Strong problem-solving and time-management skills
- Ability to work independently and as part of a team.
- Collaborate with school administrators and district facilities personnel.
- Communicate maintenance needs, project status, and safety concerns to supervisors.
- Assist with setting up and teardown for school events as needed.
- May be required to drive various size vehicles ranging from sedans to large trucks.
- Knowledge of ADA, life and safety and building codes.
- Maintains Facilities Maximo system and ensure compliance with the BIE/BIA requirements.
- Responsible for enforcing school approved discipline plan; Utilize appropriate language, interactions, and positive behavior interventions system (PBIS).
- Maintain confidentiality of student and family information in compliance with FERPA and school policy.
- Adhere to guidelines set by the Bureau of Indian Education and Arizona Department of Education and school policies.
- Always be responsible for the supervision of students.
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will be in daily attendance of 90% or better monthly.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff & committee meetings and required school in-service program activities.
- Serve on school improvement team.
- Be responsible for own involvement involving group decisions and the development of a positive building environment.
- Be responsible for following accountability procedures; know and observe 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** _____