



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #03-2024

Opening Date: May 20, 2024
Closing Date: Open until Filled
Position Title: Custodian – Division of Early Childhood – FT
Salary: Per Experience/Education

DESCRIPTION OF WORK:

Under the general supervision of the Director/Program Manager, the Custodian provides all maintenance, upkeep and simple repairs to the program's facilities and grounds. Is responsible for cleaning all areas including classrooms, offices, hallways, bathrooms and any other general and specific areas of program facilities. Will maintain proper sanitation and safety procedures in handling of all supplies and equipment directly related to performance of job duties. Work requires the use and minor maintenance of a variety of power tools such as light, medium, and heavy-duty vacuum cleaners, power buffer, scrubbers, carpet shampoo machine, and the like. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

High School Diploma or GED required. Previous janitorial experience preferred.

OTHER REQUIREMENTS:

**Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of State of NM Teaching Licensure
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna -- Department of Education

Job Description

Job Title: DEC Custodian- Preschool Head Start/Early Head Start/Child Care
Department: Division of Early Childhood
Reports To: Early Head Start/Head Start Director and/or Program Manager
FLSA Status: Non-Exempt – Year long

SUMMARY

Under the general direction of the Director and/or Program Manager, the Custodian provides all maintenance, upkeep and simple repairs to the program's facilities and grounds. The employee is responsible for cleaning all areas including classrooms, offices, hallways, bathrooms and any other general and specific areas of program facilities. Custodian maintains proper sanitation and safety procedures in handling of all supplies and equipment directly related to performance of job duties. Work requires the use and minor maintenance of a variety of power tools such as light, medium, and heavy-duty vacuum cleaners, power buffer, scrubbers, carpet shampoo machine, and the like. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned...

- Keeps facilities clean and safe by daily, weekly, biweekly and monthly job duties.
- Keeps outside areas safe by doing daily safety checks to remove any hazardous materials, keeping paths clear, checking playground equipment for any unsafe areas, etc.
- Cleans and dusts offices, corridors, hallways, classrooms, bathrooms, storerooms, and other similar areas. Sweeps, cleans, dry mops, scrubs, waxes and polishes floors, using brooms, mops, vacuum cleaners, scrubbers, and buffers. Empties waste containers, polishes metal fixtures, washes walls, windows, and blinds, using ladders and/or scaffolds as needed.
- Keeps restrooms in clean, orderly, and sanitary condition. Sweeps, scrubs, and waxes floors. Cleans, disinfects door handles and door surfaces; cleans, disinfects and deodorizes lavatories, urinals, toilet bowls. Cleans mirrors, sinks, water fountains; dusts ledges and wood work; replaces deodorizers, toilet tissue, and hand towels, soap.
- Checks condition of program areas and reports to supervisor such items as broken windows, water leaks, clogged drains, and other conditions requiring maintenance.
- Keeps stock of cleaning materials and equipment needed to do the work. Submit purchase request to supervisor when more materials are needed or when equipment is in need of repair or replacement.
- Uses various preparations to clean and maintain a wide variety of floor, wall and ceiling surfaces. Removes stains from surfaces using chemicals and cleaning solutions.
- As required, moves furniture, supplies, equipment; turns off any appliance or air conditioning units not in use.

- Secures all gates, windows, and doors on a daily basis.
- Performs minor grounds maintenance, removes snow, dirt, and debris from steps and entrance to assigned buildings. Bundles cardboard and hauls to transfer station.
- Maintains stock of paper towels, bathroom tissue, soap, tissue, and bottled water in work areas throughout the program.
- Follows health and safety requirements of federal, state, and tribal regulations and the Laguna Division of Early Childhood and Laguna Department of Education.
- Bus cleaning duties – sanitizes bus when children are on campus/center.

MINOR RESPONSIBILITIES:

- Make timely requests for supplies and/or equipment as needed
- Uses equipment and tools wisely.
- Attends and participates in required training and in all fire safety and disaster preparedness drills in safe and professional manner.
- Other duties as requested.

COMMUNICATION REQUIREMENTS:

- Frequent in-person contact with program staff and parents.
- Works collaboratively with all other Early Childhood personnel.

SUPERVISORY RESPONSIBILITIES

No direct subordinate supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or GED required. Janitorial experience preferred.

SKILLS and ABILITIES REQUIRED

- Demonstrated ability to supervise and ensure a safe learning environment for children in a classroom setting.
- Must have ability to follow oral and written directions.
- Must possess good interpersonal communication skills and should be self-motivated.
- Must have working knowledge for janitorial equipment operation and safety.
- Must have ability to work independently.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS

Limited use of computer knowledge to input leave when requesting PTO, emails, trainings, etc.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid and current New Mexico Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, to perform custodial duties. The employee frequently is required to reach with hands and arms and talk and hear. The employee must have the auditory ability to monitor and listen to what is going on around her/him. The employee will regularly be required to kneel, stoop, bend, crouch, and crawl. The employee must regularly lift and or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside elements, normal custodial environment where there may be physical discomfort due to temperature, dust, noise, etc. The employee may be frequently exposed to moving mechanical parts, risk of electrical shock and vibration. The employee is occasionally exposed to fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment can range from moderate to loud.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.