

**ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION**

TITLE: School Custodian **EMPLOYMENT TERM:** Academic Year

DIVISION: Education **DEPARTMENT:** Facilities

EXEMPT/NON-EXEMPT: Non-Exempt **FUNDING SOURCE:** Facilities O & M

QUALIFICATIONS:

- High School or GED Diploma and TABE test score at or above 8th grade level.
- Must have entry level knowledge of:
 - 1) Safe, effective operation of common hand and power tools for institutional cleaning, such as industrial vacuum cleaners and power floor polishers.
 - 2) Requirements for use and handling of hazardous substances.
 - 3) Fire and safety practices.
- Must have sufficient English comprehension, oral and reading skills to be able to follow detailed instructions given in English, maintain adequate communication with other Alamo Navajo School Board staff and supervisors, and read and follow labels and instructions on cleaning and disinfectant products used on the job.
- Must be physically fit and able to lift or move up to 50 lbs. frequently and up to 100 lbs. occasionally.
- Must possess and sufficiently demonstrate the above knowledge, skills and abilities, with strong positive references from previous employer(s) if previously employed in a similar capacity.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

ADDITIONAL PREFERENCE: None

SUPERVISED BY: Facilities Manager or his designee

SUPERVISES: 0

PAY RANGE: Grade E, on the ANSB Inc., General Salary Scale

WORKING HOURS: 40 Hours a week on a flexible schedule that will periodically include night shifts, including weekends and to provide custodial services and set up/take down of the gym for special events such as games, assemblies, etc. as scheduled.

LUNCH HOUR: One Hour

POSITION GOAL: To provide clean, safe and sanitary facilities at the Alamo Navajo Community School throughout the school day or scheduled special events such as games, dances, etc.

DUTIES & RESPONSIBILITIES:

The description of tasks is not intended to outline every last detail of the custodian's position. This serves to give a general impression of the duties relating to the job. It is expected that the custodian will display the personal initiative to look for things that must be cleaned or fixed and accomplish them without being told and that he/she will gradually assume the position of "caretaker" of the building and its facilities, with the feeling of responsibility of their well-being similar to that which he/she has for his own personal possessions.

1. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo School Board, Inc. Policies and Procedures.
2. Represents Alamo Navajo School Board Inc. in a manner which reflects professionalism and which enhances community understanding of the program.
3. Performs as a team player with a professional, respectful, and cooperative attitude toward fellow staff employees.

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4. Cooperates with the Supervisor for the purpose of coordinating and directing the custodial work as may be required.
5. Reports immediately unsafe conditions and/or needed major repairs promptly through a work ticket request.
6. Reports immediately to supervisor any damage or theft of program property.
7. Maintains an inventory of supplies and equipment on hand, and notifies the immediate supervisor for any replacements in advance.
8. Perform the following assignments;
 - a. Inspects the school facilities to ensure that the site is suitable for safe operations and is maintained in an attractive and clean condition.
 - b. Prepares the gymnasium for students and classes and all athletic events (e.g. moving floor mats, opening and closing bleachers, chairs, and portable stage, etc.)
 - c. Replaces various items (e.g. light bulbs, toilet dispenser, chalkboard, sharper, etc.) for the purpose of maintaining and preserving the school facility.
 - d. Cleans and sweeps all assigned facility areas;
 - e. Cleans and washes all windows (inside and outside)
 - f. Vacuums and dusts, all assigned facility areas;
 - g. Cleans snow and debris from the sidewalks;
 - h. Cleans and sanitizes all bathrooms daily;
 - i. Assures that all bathroom areas are well stocked with tissue, paper towels, soap, etc.
9. Accepts responsibility during assigned working hours for the security of facilities, equipment and materials.
10. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, graffiti, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functioning educational environment.
11. Provides for own professional growth through ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge and skills learned on the job for the purpose of receiving information on new and/or improved procedures.
12. Takes and passes an annual physical examination by a licensed Physician.
13. Performs other duties as may be assigned by the supervisor.

SPECIAL CONDITIONS:

1. This position is subject by law to finger printing and a criminal/character background investigation.
2. Must provide documentation of immunity or immunization against tetanus, diphtheria, and measles/rubella, and of tuberculosis status by skin test or X-ray, within thirty (30) days of hiring, and at such additional intervals as may be determined by the immediate supervisor or the ANSB Executive Director.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

BOARD APPROVED:

CERTIFICATION

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee

Date

Immediate Supervisor

Date