



SIX DIRECTIONS INDIGENOUS SCHOOL

2055 NM-602

Gallup, NM 87301

Phone: 505-863-1900 Fax: 505-863-8826

Position: Custodian part-time

Shift Type: Part-time, \$15/hour

Job Contact Information: Dr. Tamara Allison, Head Administrator, 505-863-1900,
tamara@sixdirectionsschool.org

Submit an online application, which is available on the school website, sixdirectionsschool.org, or come to the school and pick up a printed application.

Education: High School Diploma, or GED Equivalency; possession of, or ability to obtain a valid New Mexico drivers license; and some general custodial experience desirable.

Job description:

To maintain an attractive, sanitary and safe facility and to ensure a clean and safe environment for students, staff and public by cleaning designated areas, using a variety of cleaning materials and equipment and minimizing property damage, loss and liability exposure.

Received immediate supervision from the head administrator. Essential duties may include, but are not limited to, the following:

- Cleans assigned school facilities (e.g. classrooms, offices, restrooms, multipurpose rooms, grounds, cafeteria, storage areas, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Attends in service training (e.g. blood born pathogens, cleaning solvents, floor care, first aid, maintenance training, etc.) for the purpose of receiving information on new and/or improved procedures.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.

- Paints interior of classrooms, offices, restrooms, etc. for the purpose of maintaining an attractive facility.
- Repairs furniture and equipment as may be required (e.g. faucets, toilets, light fixtures, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to organization.
- Ensures that all emergency lighting, fire extinguisher and playground equipment are maintained in proper working condition on a routine and regular basis, as required by local, state and federal policies and regulations.
- Remove snow and ice from designated areas.
- Regulates furnaces or other heating systems in use, including air conditioning and ventilating systems necessary for the comfort and safety of occupants; replaces filters as necessary.
- Empties trash and garbage containers for building and cafeteria and remove them to designated areas.
- Haul trash, mow grass, chop weeds and trim shrubs.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Perform related duties and responsibilities as required.

Working and Environmental Conditions:

Office, shop and school environment; exposure to cleaning and/or sterilization chemicals and airborne particles and vibration; exposure to loud noise and frequently works in outside weather conditions. Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for moderate to extremely heavy carrying, lifting, and pushing; reaching, climbing in high, precarious places, crawling, sitting, kneeling, standing and walking for extended periods of time; and operation of motor vehicles.