SIX DIRECTIONS INDIGENOUS SCHOOL
2055 NM-602
Gallup, NM 87301
Phone: 505-863-1900 Fax: 505-863-8826

Position: Custodian – 2020/2021
Shift Type: Full-Time

Job Contact Information: Dr. Tamara Allison, Head Administrator, 505-863-1900 x1602, tamara@sixdirectionsschool.org

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 higher level staff. Essential Function Statements - 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.
• Evaluates situation (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
• 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.
• 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.
• 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 property 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 removes to designated areas.

Marginal Functions:
- 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.

Qualifications
Knowledge of:
- Basic operational characteristics, services and activities of a school district housekeeping program.
- Basic principles and practices of housekeeping duties.
- English usage, spelling, grammar and punctuation.
- Basic mathematical principles.

Ability:
- Learn equipment use and care, storage, record keeping.
- Learn institutional housekeeping duties.
- Learn to operate basic housekeeping equipment and machinery, e.g. vacuum cleaner and carpet cleaning equipment.
- Learn to accurately and correctly apply applicable mathematical principles.
- Learn to understand to follow oral and written instructions.
- Learn to communicate clearly and concisely, both orally and in writing in the English language.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience: Some general custodial experience desirable.
• Education: Equivalent to completion of the twelfth grade - High School Diploma or GED Equivalency

**License or Certificate:** Possession of, or ability to obtain a valid New Mexico drivers license.

**Working Conditions:**
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; operation of motor vehicles; and subject to random drug testing.