



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Custodian/Maintenance Worker	
Department:	Head Start Program	
Employment Status:	Non-Exempt	Grade: NE3
Opening date:	December 04, 2024	Closing date: December 20, 2024

Job Summary

Performs custodial work in offices, warehouses, court, industrial areas and other buildings.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Sweeps and mops hallways and floors.
- Cleans, vacuums, and sanitizes all assigned areas: lobby, lounges, restrooms, offices, rugs, furniture, doors, walls, ceilings, woodwork, windows, door panels, sills, corridors, elevators, and stairways.
- Cleans floors, upholstered furniture, and draperies.
- Stocks, maintains, and secures all storerooms with all needed supplies.
- Uses step ladders to reach high areas for cleaning.
- Changes light bulbs, dumps ash and garbage cans and relines with liners.
- Removes all trash from offices daily.
- Cleans windows inside and outside.
- Maintains equipment and custodial supplies and replenishes as needed.
- Picks up trash and litter from around building and grounds.
- Performs in-depth cleaning of restrooms weekly.
- Works in a manner, which will cause the least amount of disturbance to the employees, clients and students, observing privacy and requests.
- Observes safety rules and maintains a safe environment.
- Ensures buildings are closed and locked when finished.
- May assist with grounds keeping tasks.
- May raise or lower flags.
- May provide transportation for the program.
- May drive or deliver items when needed.
- Assists with grounds keeping and maintenance tasks.
- Records and reports any maintenance problems found.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED preferred or willing to obtain.
- Janitorial experience preferred.
- Must be willing to work an evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Must be up to date on COVID vaccination

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of occupational hazards and applicable safety practices.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to safely use cleaning products and safely operate cleaning equipment.
- Ability to understand and follow oral and written instruction.
- Ability to learn the methods of cleaning and caring for buildings and equipment.
- Ability to work as a team member in a structured working environment.
- Ability to operate and maintain floor care equipment.
- Ability to maintain confidentiality.

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is generally performed in an office and outdoor setting with a moderate noise level an. Exposure to fumes or airborne particles may occur, and the incumbent is occasionally exposed to outside weather conditions. Evening, weekend, and/or holiday work may be required.