



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Custodian Worker	
Department:	Center Maintenance	
Employment Status:	Non-Exempt	Grade: NE3
Opening Date: September 8, 2023		Closing Date: September 22, 2023

Job Summary

Performs custodial work in offices, warehouse, 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

- Performs duties as assigned by Center Maintenance Director or Supervisor through an established Chain of Command.
- Evening, weekend, and/or holiday work including extended hours or irregular shifts will be required.
- Maintains and promotes improvement of workplace safety and environmental practices using established practices and procedures.
- 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.
- Must maintain confidentiality.
- Performs other duties as assigned

Minimum Qualifications

- Janitorial experience preferred.
- Must have a valid NM Driver's License. Must pass driver's license check by the tribe's vehicle insurance company.
- Must be willing to work an evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- *Tribal preference and Native American Indian preference shall apply to all positions.*

Knowledge, Skills and Abilities

- Knowledge of safety operations and procedures, safety methods and practices.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
- Ability to communicate effectively both verbally and in writing.
- Ability to understand and follow oral and written instruction.
- Ability to learn the methods of cleaning and caring for buildings and equipment.
- Ability to maintain and complete assigned work orders.
- Ability to operate and maintain floor care equipment.
- Must have the ability to learn required duties and responsibility.

Physical Demands

While performing the duties of this job, the employee frequently is required to stand, walk, stoop, kneel, crouch, or crawl. Reach with hands and arms to handle, carry, or feel. The employee regularly is required to climb or balance and talk or hear. The employee occasionally is required to sit and taste or smell. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment

Work is generally performed both in an inside setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are required may occur. Evening, weekend, and/or holiday work including extended hours or irregular shifts will be required.

PLEASE SUBMIT YOUR APPLICATION TO THE MESCALERO APACHE HUMAN RESOURCES DEPARTMENT. IF YOU HAVE, ANY QUESTIONS PLEASE CALL (575) 464-9276.