



MESCALERO APACHE TRIBE

Position Description

JOB VACANCY

Position Title: Custodian (Carrizo Site)
Department: Head Start
Employment Status: Non-Exempt
Grade: NE4
Hourly Wage: DOE

Opening Date: February 4, 2019

Closing Date: February 15, 2019

Job Summary

Under general direction, perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe school site environment. Perform custodial duties to include overall building and grounds maintenance and minor repair functions.

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 routine and comprehensive custodial maintenance of assigned facilities;
- Responsible for evaluating and acting on any conditions that are considered unsafe to facility and children's environment;
- Keep all hazardous compounds out of reach from children;
- Must request the purchase of supplies, equipment, and materials necessary to complete projects and determine the appropriate amounts and types of cleaning supplies;
- Must maintain inventory checklist of all supplies/products on hand;
- Must stay within budget when planning purchases and planning long range supply purchases;
- Will help to develop and implement service plans in Health & Safety and Facilities, Materials, and Equipment;
- Cleans classroom and kitchen floors, carpets, furniture, counter tops, windows, and empties garbage cans daily and sanitizes waste containers as needed;
- Sweeps, mops, waxes, and vacuums/shampoos floors and carpets as required in office and classrooms;
- Cleans and disinfects restrooms (staff and children's restrooms) daily, and other facilities and orders and stocks facilities with paper and supplies;
- Reports and responds to emergency calls for custodial assistance;
- Troubleshoots minor maintenance problems involving electrical, structural, plumbing, and equipment repair or replacement of a variety of light bulbs and lighting accessories, or fluorescent lamps and assists in repairing ballast and light fixtures.
- Performs minor repairs and maintenance of buildings such as replacing locks/door knobs, patching walls and doors;
- Paints walls and trim (interior and exterior), and replaces fixtures and partitions, replaces damaged ceiling and floor tiles, and repairs carpet;
- Performs preventive building maintenance duties, caulks windows and doors, repairs and replaces broken windows;

Effective February 1, 2019
Custodian

- Performs routine plumbing repairs such as unstopping toilets, sinks or urinals, fixing water leaks, leaking faucets, and change and clean water bottle dispenser;
- Assembles and moves furniture, hangs pictures and bulletin boards, moves and sets up tables and chairs.
- Mows and fertilizes lawn, weeds, plants and maintains flower beds, irrigates and maintains irrigation system;
- Trims trees and shrubs and may spray for insects; and
- Performs general maintenance in and around school facility, minor and routine painting, carpentry, lock repair and replacing switches and other related maintenance activities.
- Sanitizes all required surfaces, such as bathroom spaces and surfaces, including toilets, sinks, floors, and countertops;
- Maintains window and window coverings;
- Washes windows, mirrors, walls, and children's chairs;
- Maintains grounds in a fashion that supports health and safety and children's play;
- Assists teachers in safely moving furniture;
- Maintains refrigerator as needed;
- Cleans, and inspects playground daily for glass and other hazardous objects, sterilizing sand with bleach as needed and sweeps asphalt/sidewalks;
- Maintains adequate supplies of all materials necessary to support hygiene (i.e. paper towels, soap, toilet paper, etc.);
- Clean debris from sidewalk, including removing snow and pouring salt in frozen conditions;
- Will help keep the storage areas clean and organized.
- Dusts all furniture, including bookcases, cabinets, and tables once a week.
- Attends staff meetings when required.
- Acts as a positive role model to volunteers, community, and parents.
- Notifies management concerning need for major repairs or additions to lighting, and ventilating equipment;
- Abides all Head Start Performance Standards, Mescalero Apache Head Start and Mescalero Apache Tribe Rules, Regulations, Policies and Procedures;
- Responsible for facilities and playground on-going monitoring, utilizes tracking sheets to monitor maintenance, safety checks, sanitary condition, and emergency procedures;
- Keeps date inspection on fire extinguisher. Responsible for first aid kits upkeep, battery check on flashlights and emergency radios.
- Conducts and documents monthly fire drills and responsible for upkeep of documentation on health and safety checklist.
- Required to use appropriate judgment about needed repair and must make arrangement through proper channels to keep the buildings and surrounding areas in a safe condition.
- Will assist in maintenance of program buses
- Required to work full-time, 40 hours per week (individual working schedule will be assigned and will be required to adjust working hours during field trips and other activities).
- Immediately documents and submits any concerns to supervisor.
- Assembles furniture and equipment.
- Assists in creating an Apache Cultural climate within the Head Start Program
- All staff are responsible, at all times, for the supervision of all children enrolled in the Head Start Program.
- Other duties as assigned and required to ensure a quality Head Start Program.

Minimum Qualifications

- Must have a valid New Mexico Driver's License and reliable transportation.
- High School Diploma or GED.
- Bilingual English/Apache preferred.
- Must be 18 years of age or older.
- Must be able to pass a physical exam prior to hiring.

- Must successfully pass a pre-employment drug/alcohol screen, background investigation and have negative Tuberculosis screening complete before starting job.
- Must maintain confidentiality.
- Must be dependable.

Tribal preference, Native American Indian, Head Start parent preference shall apply to all positions.

Knowledge, Skills and Abilities

- Ability to use excellent communication skills with especially good listening skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Must be knowledgeable of the Apache language, well acquainted with the Mescalero Apache Culture and intimate knowledge of the Apache way or be willing to take classes to learn those skills.
- Must have knowledge of environmental health issues and Material Safety Data Sheets concerning uses of products in a preschool setting.
- Heavy lifting is required.
- Knowledge of trades related to building maintenance procedures and techniques.
- Knowledge of machinery, equipment, and tools necessary for the maintenance and repair of public buildings and be responsible for maintaining care of equipment and tools.
- Skill in reading and following blueprints and assembly instructions.
- Skills in using hand and power tools.
- Must be in good physical and emotional health to perform the duties necessary.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Must be willing to grow professionally.
- Must be willing to attend training, conferences, and/or workshops.
- Must be willing to work on evenings, weekends and holidays.
- Must obtain and maintain CPR/First Aid Training Certification and Food Handler's Card.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of key principles and practices of early childhood development and care.

Physical Demands

While performing the duties of this job, the employee will be performing regular physical labor and will be required to make decisions and use accurate judgement. Prioritizing plans and activities are required to use time efficiently. The employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. 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 occasionally lifts children. The employee must be able to lift and/or move heavy objects.

Work Environment:

Work is generally performed in a school center setting, classroom environment and outdoors with high noise level. Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. The ability to adapt to changes in the work environment, deal with frequent change, delays, or unexpected events. Exposure to bodily fluids, urine, or feces of small children. Exposure to unpleasant odors and infectious disease. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work may be required. Extended hours and irregular shifts may also be required.