

# Five Sandoval Indian Pueblos, Inc.

## Position Classification and Description



<b>POSITION TITLE:</b>	Custodian/Maintenance
<b>CLASSIFICATION:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Head Start Program
<b>SUPERVISOR:</b>	Head Start Director
<b>GRADE:</b>	NE-4
<b>HOURS:</b>	Monday – Friday 8:00 am to 5:00 pm

### POSITION SUMMARY

To maintain a clean and safe working environment for all staff, children and visitors. In charge of keeping Five Sandoval Indian Pueblos, Inc. Head Start schools, classrooms, offices and grounds clean and presentable. Performs preventative maintenance.

### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Full and thorough detail mopping of all hard flooring in addition to spot clean up.
2. Must maintain safe cleanup of bodily fluid exposures, must always wear PPE (Personal Protective Equipment).
3. Dust furniture, desks, chairs, credenzas, tables, cabinets and window ledges. Dust and remove debris from metal entrance thresholds.
4. Empty waste and recycling containers and remove trash to the designated areas.
5. Spot clean entrance glass doors and wipe down any metal frames in entryway.
6. Spot clean specified partition glass, glass, and mirrors.
7. Wipe down any drinking fountains throughout the facilities.
8. Vacuum designated carpeted areas.
9. Return chairs, furniture, and waste containers to proper positions.
10. Lock and secure all exterior doors at the end of the workday.
11. Performs minor structural repairs to buildings and ground maintenance activities as part of facilities maintenance to ensure that all grounds are clean and safe.
12. Assist programs with relocating furniture and equipment and lifting heavy objects as directed or as needed.
13. Clear, rake, pile weeds and remove from grounds to designated waste areas. Clear snow and ice from sidewalks and porch areas as needed.
14. Replenishes supplies as needed. Submits requisitions for supplies required for operation.
15. Performs regular preventive maintenance on equipment and machines.
16. Perform a variety of plumbing or carpentry functions.
17. Perform repairs with hand and power tools.
18. Perform other duties as assigned.

#### AREAS TO BE SERVICED:

Offices, Common Areas, Kitchen, Cafeteria, Break Room, Restrooms, Conference Rooms

#### OTHER REQUIREMENTS:

1. Read and understand materials such as safety manuals, operating manuals, equipment manuals, work orders and complaint forms.
2. Communicate effectively and courteously with supervisors, co-workers, vendors and the public.
3. Follow written and oral instructions.
4. Independently lift and move materials weighing up to 65 pounds and with assistance up to 100 pounds.
5. Remain alert and focused on duties and be conscious of potential hazards in order to maintain a safe working environment.
6. Climb ladders up to 35 feet in height.

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### PROFESSIONAL and ETHICAL STANDARDS OF CONDUCT

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Work as a team member with all staff and maintain a positive work ethic.
- Adhere to NAEYC Code of Ethical Conduct.

### POSITION QUALIFICATIONS

#### KNOWLEDGE & SKILLS:

##### Required:

- Ability to work as a positive team member
- Ability to effectively communicate with community members and groups, staff, managers, and families both individually and in group settings.
- Ability to use basic math skills.

##### Preferred:

- Conflict resolution skills, assertive, able to form alliances and partnerships with staff and public.
- A strong desire to succeed, patient, kind, creative, resourceful and strong problem resolution skills.
- Demonstrated ability to work in team environment.
- Excellent planning, written verbal communication and organizational skills.
- Ability to manage multiple tasks and organizational skills.
- Able to possibly cross train and work with other staff's knowledge of other components and service areas of the Head Start Program.
- Knowledge of traditional form of government and pueblo customs and traditions.

### TRAINING, LICENSING, CERTIFICATION REQUIREMENTS:

##### Required:

##### *Minimum*

- High School Diploma or equivalent
- One or more years work experience related to custodial and maintenance of buildings/facilities.
- Must have a current New Mexico Driver's License and be insurable through the organization's insurance carrier.
- Maintain or must obtain within 90 days of employment:
  - Current CPR/First Aid certification
  - Food Handler's card
  - Negative TB screening.
- Reliable transportation, and proof of insurance.
- Must pass a full background check
- Must pass a full drug screen
- Physical Exam required within 30 days
- CPR/1<sup>st</sup> Aid Certification

### ABILITIES

- Ability to interpret applicable federal, state, county, local and tribal laws, regulations, requirement ordinances and legislation.
- Ability to function effectively in cross-cultural situations.
- Ability to work cooperatively as a member of a team.

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### EMPLOYMENT REQUIREMENTS

- Able to provide own reliable transportation to meet work schedule and job duties and responsibilities.
- Manual dexterity is sufficient to operate maintenance equipment and doors.
- Able to withstand exposure to adverse weather conditions.

### WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regular:

- Required to sit; use hands to finger, handle or feel objects, keyboards, tools or controls; reach with hands and arms; speak and hear.
- Required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl.
- Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- High level of daily repetitive motion with hands and arms in cleaning activities.
- Frequent daily bending and lifting of up to 55 lbs., items lifted from floor and worktables/counters.
- Possible exposure to blood and bodily fluids or tissues.
- Possible exposure to communicable diseases.

### OTHER POSITION INFORMATION

#### Ability to Operate Equipment:

- Must be able to travel as needed.
- Furlough (1800 hours/year) employment; unless Head Start Director changes according to the needs of the Head Start Program.

Policy Council Approval Date: \_\_\_\_\_

Tribal Council Approval Date: \_\_\_\_\_

Updated: 9/3/2025 (lt)