

Five Sandoval Indian Pueblos, Inc.

Position Classification and Description



POSITION TITLE:	Custodian
CLASSIFICATION:	Non-Exempt
DEPARTMENT:	Administration
SUPERVISOR:	Executive Director
GRADE:	NE4
WORK LOCATION:	Central Office – Rio Rancho, NM
ASSIGNED SITES:	Central Office, WIC Office, and Food Distribution Center

General Function

The Custodian is responsible for supporting a clean, safe, functional, and well-maintained work environment across Five Sandoval Indian Pueblos, Inc. facilities. This position is stationed at the Central Office in Rio Rancho, New Mexico and provides routine facilities, maintenance, custodial, grounds, trash removal, pest/weed control.

This position supports the following sites:

- Central Office — Rio Rancho, NM
- WIC Office — Santa Ana Pueblo
- Food Distribution Center — Bernalillo, NM

The employee is expected to work independently, follow assigned schedules, maintain professional communication, identify facility concerns, and ensure that FSIP facilities and vehicles remain clean, safe, organized, and ready for staff and program use.

Essential Duties and Responsibilities

The Custodian will perform the following duties:

Trash Removal and Scheduled Site Pickup

- Coordinate and complete trash removal from each assigned FSIP site according to an approved weekly schedule.

- Empty interior waste and recycling containers and ensure trash is removed to the appropriate designated disposal area.
- Collect and remove trash from the Central Office, WIC Office, and Food Distribution Center on scheduled days or as needed due to office volume, food distribution activities, meetings, events, or special circumstances.
- Ensure outdoor trash bins, dumpsters, and disposal areas are maintained in a clean, safe, and orderly condition.
- Monitor trash buildup at each site and notify the supervisor if additional trash service, special pickup, or vendor follow-up is needed.
- Coordinate with contracted trash service providers, landlords, or property management when trash pickup is missed, delayed, overflowing, or requires follow-up.
- Maintain a written trash pickup schedule for each assigned site and update the supervisor regarding any missed pickups, access issues, or additional disposal needs.

Custodial and General Cleaning Duties

- Maintain clean and orderly offices, common areas, conference rooms, break rooms, restrooms, entryways, and shared work areas.
- Dust furniture, desks, tables, chairs, cabinets, counters, and other surfaces as appropriate.
- Clean and sanitize high-touch surfaces, including door handles, counters, sinks, tables, phones, light switches, and shared equipment areas.
- Vacuum carpeted areas, sweep floors, mop hard flooring, and spot clean spills or stains as needed.
- Clean and sanitize kitchen, break room, and lunchroom areas, including countertops, sinks, tables, microwaves, refrigerators, cabinets, and flooring.
- Clean and sanitize restroom areas, including toilets, sinks, counters, mirrors, fixtures, partitions, floors, and other restroom surfaces.
- Restock restroom and kitchen supplies, including toilet paper, paper towels, hand soap, trash liners, and related supplies.
- Ensure chairs, furniture, trash containers, and shared spaces are returned to proper order after cleaning or maintenance activities.
- Lock and secure doors, designated areas, or facilities as assigned.

Grounds, Pest, and Weed Control

- Monitor exterior areas at assigned sites for weeds, debris, trash, safety concerns, pest concerns, or general grounds maintenance needs.
- Coordinate or perform weed control activities at assigned sites, including clearing weeds, removing debris, and maintaining exterior walkways, entry areas, and visible grounds.
- Coordinate pest control needs with approved vendors, landlords, property managers, or the supervisor.
- Monitor and report pest concerns, including insects, rodents, or other facility-related issues requiring vendor support.

- Follow up on pest control or weed control concerns to ensure the issue has been addressed and documented.
- Assist with snow, ice, debris, or weather-related clearing from sidewalks, entrances, ramps, and porch areas, as needed and within safety limits.
- Maintain exterior appearance of assigned facilities by clearing visible trash, debris, weeds, or other safety concerns.

Supplies, Equipment, and Inventory Support

- Monitor custodial supplies, trash bags, paper products, cleaning products, restroom supplies, and basic maintenance materials.
- Requisition or report needed supplies in accordance with FSIP purchasing procedures.
- Maintain cleaning and maintenance supplies in an organized, safe, and secure manner.
- Ensure chemicals, cleaning products, tools, and supplies are stored properly and used according to safety guidelines.
- Assist with moving office furniture, equipment, boxes, supplies, food distribution items, and other materials as needed and within physical ability and safety requirements.
- Support setup and breakdown for meetings, trainings, staff events, community events, and program activities as assigned.

Safety and Compliance

- Maintain awareness of safety hazards and take appropriate action to prevent accidents, injuries, or unsafe conditions.
- Follow all safety procedures related to cleaning products, equipment, lifting, ladders, tools, pest control coordination, vehicle use, and facility maintenance.
- Maintain confidentiality when working in offices, program areas, file areas, storage spaces, vehicles, or shared workspaces.
- Follow FSIP Personnel Policies and Procedures, safety standards, confidentiality requirements, and internal procedures.
- Communicate concerns, barriers, or facility needs to the supervisor in a timely and professional manner.
- Perform other job-related duties as assigned.

Other Requirements

The employee must be able to:

- Read and understand safety manuals, operating instructions, equipment manuals, work orders, supply requests, vehicle logs, and related forms.
- Communicate effectively and courteously with supervisors, staff, and the public.
- Follow written and verbal instructions.
- Work independently and manage assigned tasks across multiple sites.

- Remain alert and focused while performing duties and be conscious of potential safety hazards.
- Travel between assigned FSIP sites as needed.
- Maintain professionalism when entering program areas, offices, storage areas, vehicles, and community-facing locations.
- Safely operate FSIP vehicles when assigned or authorized.

Minimum Qualifications

- High school diploma or GED required.
- One or more years of experience in custodial services, ground maintenance, building support, general maintenance, or a related field.
- Basic knowledge of cleaning procedures, maintenance practices, safety standards, and proper use of cleaning supplies and equipment.
- Ability to perform basic maintenance tasks and identify facility concerns that require vendor, landlord, or supervisor follow-up.
- Ability to work independently, prioritize tasks, and complete duties across multiple sites.
- Must be able to successfully complete and pass a pre-employment physical examination, as required for the essential functions of the position.
- Valid New Mexico driver's license required.
- Must be insurable through the organization's insurance carrier.
- Must be able to pass a pre-employment drug/alcohol screening and background check, including a motor vehicle record check.

Preferred Qualifications

- Experience supporting multiple office.
- Experience coordinating with landlords, property managers, vendors, trash service providers, pest control providers, or maintenance contractors.
- Experience with basic building maintenance, grounds maintenance, trash removal coordination.
- Knowledge of workplace safety practices, chemical safety.
- Strong organizational skills and ability to maintain schedules, logs, and follow-up documentation.

Physical Requirements

This position requires the ability to:

- Stand, walk, bend, stoop, reach, lift, carry, push, and pull as required for facilities, maintenance, custodial, grounds, trash removal, and vehicle support duties.
- Lift and move materials weighing up to 65 pounds independently and up to 100 pounds with assistance.

- Use basic hand tools, cleaning equipment, carts, ladders, and related maintenance supplies.
- Climb ladders as needed and within safety limits.
- Work indoors and outdoors in varying weather conditions.
- Travel between FSIP sites as assigned.
- Safely operate vehicles and perform basic vehicle checks as assigned.

Working Conditions

This position is stationed at the Central Office in Rio Rancho, New Mexico, with regular travel to the WIC Office in Santa Ana Pueblo and the Food Distribution Center in Bernalillo, New Mexico. Work may be performed indoors and outdoors and may involve exposure to cleaning products, dust, trash, weather conditions, minor maintenance hazards, and vehicle-related duties.

The employee may be required to adjust work priorities based on urgent facility needs, trash pickup issues, pest concerns, building maintenance needs, program events, fleet needs, or supervisor direction.

Supervision Received

The employee works under the general supervision of the WIOA Program Director. The employee receives general instructions regarding assignments and is expected to complete routine duties independently. Work may be reviewed for completion, quality, safety, communication, and responsiveness to facility and fleet needs.

Supervision Exercised

None.