THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05711935	DATE POSTED:	05/23/16
POSITION NO:	241141	CLOSING DATE:	06/07/16
POSITION TITLE:	Custodian		
DEPARTMENT NAME / WORKSITE:	NDSS / Child Care and Development Fund Program / Hogback, New Mexico		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB54A
WORK HOURS:	Varies	PART TIME:	☐	NO. OF HRS./WK.:	$ 17,097.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 8.22	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Child Care Center and child care center administration office: Responsibilities includes and not limited to providing a healthy and safe environment, which may include: sweeping, mopping, vacuum, shampoo, wax/buff floors; wash and sanitize trash cans, walls, door knobs, toilet bowls, sinks, shower/bath, drinking fountains, tables/chairs, furniture, equipment; wash windows according to instruction of material safety data sheets for all chemical used to cleaning and sanitizing. Maintain the Child Care Center premises free of debris / trash, may include shoveling snow, pulling weeds and maintaining grounds.

Provide assistance to maintain inventory of cleaning/janitorial supplies; assistance may include loading/unloading supplies/furniture/equipment and the child care centers; minor maintenance may include replace door knob, toilet bowl handle, etc.; assist to assure the child care center/administration office/storage/vehicles are secured daily.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED.

Preferred Qualifications:

- One (1) year of work experience in custodial or building maintenance.

Special Requirements:

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation is required. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense.)***

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of custodial cleaning methods, practices, and procedures; occupational safety, health regulations, and guidelines; environmental protection regulations and guidelines. Skills in establishing and maintaining effective working relationships. Skills using a Carpet/Rug Shampooer, Floor polisher is recommended. There is frequent need to stand, stoop, walk, sit, climb step stools/ladders and lifting equipment, materials, cleaning supplies weighing up to 80 lbs.

Applicant may be requried to obtain Standard or Basic Infant/Child/Adult CPR and First Aid Certifications, Food Handler's Permit and additional CCDF Health and Safety Requirements.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.