THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0577283** Date Posted: **12/03/12**
POSITION NO: **241907** Closing Date: **12/14/12**
CLASS CODE: **4085**
POSITION TITLE: **CUSTODIAN**
DEPARTMENT NAME: **Division of Social Services - CCDF Chinle Region**
DEPARTMENT NO: **57** WORKSITE LOCATION: **Pinon, Arizona**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R54A**
Days: **Monday - Friday** Permanent: ☑ SALARY:
Hours: **7:00am - 6:00pm** Temporary: ☐ Duration: $ **16,120.00** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **7.75** Per Hour

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.

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 and Training:
High School Diploma or GED

Experience:
Some positions may require additional requirements based on area of assignment. On the job experience using Carpet/Rug Shampooer, Floor polisher is recommended. ***(to receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

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. There is frequent need to stand, stoop, walk, sit, climb step stools/ladders and lifting equipment, materials, cleaning supplies weighing up to 80 lbs.

License/Certification Requirements:
Must possess a valid driver's license. ***Preferred:*** Must have Federal Background Check Report and the Navajo Nation Background Report, Updated Food handler card, First Aid and CPR certificate, Fire Safety Training.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***