THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0573055** Date Posted: **03/28/11**
POSITION NO: 240713 Closing Date: **04/08/11**
CLASS CODE: 4085
POSITION TITLE: **Custodian**
DEPARTMENT NAME: Division of Social Services - CCDF Chinle Region
DEPARTMENT NO: 57 WORKSITE LOCATION: Tsaile, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R540A
Days: Monday - Friday Permanent: ☑ SALARY:
Hours: 6:00 am - 8:00 pm Temporary: ☐ Duration: $ 16,120.00 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 7.75 Per Hour

DUTIES AND RESPONSIBILITIES:
Responsibilities includes and not limited to providing a healthy and safe environment, includes: sweeping, mopping, vacuum, shampoo, wax/buff floors; wash, 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; inspect and provide report of visual inspection of playground and child care centers.

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

QUALIFICATION REQUIREMENTS:
Education and Training:
High School Diploma or GED

Experience:
On the job experience using Carpet/Rug Shampooer, Floor polisher/buffer; mixing/using cleaning chemical in accordance ot material safety sheet. **(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.; Read and write, and follow instruction on teh material safety data sheets.

License/Certification Requirements:
CPR, Basic First Aid, Food Handler; ability to do heavy lifting. Fingerprinting, Criminal Background check. Must possess a valid state driver's license.

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***