



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised: 04/13/2011

TITLE: CUSTODIAN	EMPLOYMENT: 12 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: To perform school custodial responsibilities in an efficient and cost-effective manner. To ensure the safe and efficient operation of school facilities and grounds. Ensure the health and safety of students, staff and the general public by maintaining the cleanliness and efficient operation of facilities five days a week for Kin Dah Lichi'i Olta' Inc.

I. QUALIFICATIONS:

1. High School Diploma or GED.
2. Must have one year experience with custodial duties.
3. Valid Arizona Driver's license.
4. First Aid & CPR skills.
5. Must pass criminal background checks by: state, federal and Navajo Nation.
6. As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 5 years of employment.

II. DUTIES AND RESPONSIBILITIES:

1. Performs all duties to ensure a safe and clean environment for students and staff.
2. Maintains cleanliness of school building, classrooms, hallways, gymnasium and exterior walkways while maintaining safety.
3. Document and submit any unusual incidents to the Facility Manager or the Principal.
4. Maintains a good relationship with the students, parents, staff and administrators.
5. Adheres to Kin Dah Lichi'i Olta' Inc. Policies, including Emergency Response Plans.
6. Ensures proper care and usage of any cleaning solutions, equipment and machines utilized in performing custodial duties.
7. Assists with minor facilities repairs, clean up and set-up for school sponsored activities
8. Submit(s) requests for supply and equipment orders.
9. Complies with Occupational Safety Health Administration standards and Environmental Protection Agency codes and requirements.
10. Participates in trainings and in-services.
11. Performs other duties as assigned by supervisor.

III. **PHYSICAL REQUIREMENT:** Ability to stand and walk for long periods of time and ability to lift 75 pounds or more.

IV. **COMMITMENT AND DEPENDABILITY:** Willingness to be an integral member of a successful team; dedication to provide the highest level of service to students and staff of Kin Dah Lichi'i Olta', Inc.

V. **SUPERVISION RECEIVED BY:** Facility Manager

VI. WORKING HOURS: In accordance with Board policies

VII. EVALUATION PROCEDURE: In accordance with Board policies

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Kin Dah Lichi'i Olta', Inc. Governing Board of Education functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statues and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor