



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised: 04/13/2018

TITLE: Custodian	EMPLOYMENT: 9.5 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 for Kin Dah Lichi'I Olta' Inc.

Necessary Qualifications:

- High School Diploma or GED.
- Must have one year experience with custodial duties.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- Valid Arizona Driver's license.
- First Aid and CPR Certification required within 30 days of hire.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities:

- Knowledge of occupational hazards safety rules.
- Skill in operating custodial equipment and tools.
- Ability to understand and carry out work orders.
- Ability to work for long hours on one's feet.
- Ability to perform physical tasks constantly.
- Excellent written and oral communication skills.
- Ability to lift 75 pounds or more.

Duties and Responsibilities:

- Performs all duties to ensure a safe and clean environment for students and staff.
- Maintains cleanliness of school building, classrooms, hallways, gymnasium and exterior walkways while maintaining safety.
- Document and submit any unusual incidents to the Operations Manager or the Principal.
- Maintains a good relationship with the students, parents, staff and administrators.

- Adheres to Kin Dah Lichi'I Olta' Inc. Policies, including Emergency Response Plans.
- Ensures proper care and usage of any cleaning solutions, equipment and machines utilized in performing custodial duties.
- Assists with minor facilities repairs, clean up and set-up for school sponsored activities
- Submit(s) requests for supply and equipment orders.
- Complies with Occupational Safety Health Administration standards and Environmental Protection Agency codes and requirements.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

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.

Supervision Received By: Operations Manager

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ **DATE:** _____
Employee

APPROVED BY: _____ **DATE:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.