



Job Vacancy Announcement

Part time Custodian

Job Description available on Kayenta Township website.

Department: Under Town Manager Dept.

Location: Kayenta, AZ.

Closing Date: Effective June 16, 2020- Open Until Filled

Salary: \$10.11 Hr.

To apply for a vacant position, please submit the following (incomplete application and/or missing requirements will not be considered):

- 1. Kayenta Township Employment Application**
- 2. Résumé**
- 3. Copy of Degrees/Certificates/Licensures**
- 4. Three (3) Letters of Recommendation**

Applicants are subject to criminal backgrounds for suitability of employment and a pre-employment drug testing. Offers of employment are contingent to successful passing the required background & drug testing.

All positions require a valid state driver's license.

Housing will not be provided.

Completed application packets can be mailed, hand-delivered, faxed to:

**Kayenta Township
Attn: Hiring Manager
P. O. Box 1490
Kayenta, AZ 86033
Phone: 928.697.8451
Fax: 928.697.8461**

Visit Kayenta Township at www.kayentatownship-nsn.gov for an application and full job description.

The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act (NPEA) and the Veterans' Preference.

CUSTODIAN

DEFINITION: Under immediate supervision, performs custodial duties of routine difficulty at buildings, facilities and properties. Maintains a clean work environment for employees and visitors.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS: Cleans and sanitizes restrooms, kitchens, offices, conference rooms, town hall building, furniture and equipment; sweeps, mops, dusts, vacuums, shampoos carpets, empties trash and relines containers, polishes furniture, pick up trash on/around interior of building and facilities; maintains list of supplies and needed replenished; clean entrances, window and glass doors.

Reads and mixes cleaning chemicals and disinfectants according to directions; follows health safety and environmental regulations in the proper use and disposal of chemicals, disinfectants, and containers; secures all equipment, supplies in a safe manner, maintains awareness of personnel and secures building.

Maintains supply inventory list and requests for supply order.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of custodial cleaning methods, practices and procedures
- Knowledge of occupational safety, health regulations and guidelines
- Knowledge of custodial equipment preventative maintenance and repair
- Knowledge of environmental protection regulations and guidelines
- Knowledge of utilization of custodial equipment and tools
- Skill in safety cleaning and disinfecting buildings and facilities
- Skill in utilizing health safety, environmental policies, practices and procedures
- Skill in loading, storing, delivery, maintaining and securing custodial supplies and equipment
- Skill in following verbal and written communication
- Skill in safety utilizing materials, chemicals and supplies
- Skill in establishing and maintaining effective working relationships

PHYSICAL REQUIPOEMENTS AND WORK ENVIROMENT:

Work requires long hours of exposure to loud noises, chemicals, toxic fumes, air/waterborne pathogen; custodial cleaning equipment during performance of cleaning buildings/ facilities; there is frequent need to stand, stoop, walk, sit climb step stools/ladders and lifting equipment, materials, cleaning supplies weighing up to 80 lbs.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent. One (1) year housekeeping or custodial experience.

PREFERRED QUALIFICATIONS:

- Two (2) years of housekeeping or custodial experience in office setting
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.
- Depending upon the needs of the Kayenta Township, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.