

## 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.