



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-002
HEALTH & HUMAN SERVICES
COMMUNITY WELLNESS
CUSTODIAN**

Position Title:	Custodian	Pay Level:	\$9.01/Hourly - \$13.77/Hourly
Position Open Date:	01/19/2023 – Until Filled	Department:	Community Wellness
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	CW Program Manager	Location:	Community Wellness

POSITION SUMMARY:

Responsible for performing standard custodial duties in community wellness facilities and adjacent grounds.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma or General Equivalency Diploma (GED).

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aide Certification within six (6) months of date of employment

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person and over a radio or telephone. Work is

subject to performance under adverse environmental conditions and exposure to chemicals, biohazards and electrical currents.

ESSENTIAL FUNCTIONS:

- Sweeps, mops, scrubs, vacuums, and polishes floors. Cleans furniture, counters, windowsills, window blinds, fitness equipment, doors, door knobs, and work stations
- Empties, cleans, and lines waste receptacles and disposes of trash. Takes trash to landfill utilizing program vehicle
- Washes doors, windows, walls, ceilings, window blinds and furniture; polishes metalwork; cleans lighting fixtures
- Cleans and disinfects restrooms and locker rooms; restocks supplies as necessary
- Closes windows, turns off lights, and locks doors to secure facility
- Responsible for checking propane level in propane tanks adjacent to facility
- Reports the needs for maintenance and repair of facility equipment, furniture, etc. to supervisor. Corrects or reports any fire or safety hazards and places barriers in public areas
- Maintains equipment, materials, and supplies in proper condition
- Orders, stocks, and restocks custodial supplies
- Observes safe working practices, including maintaining storage areas in a safe condition
- Maintains a variety of custodial and janitorial records and makes periodic reports of work performed
- Contributes to the overall quality of the facility's service by maintaining a clean and healthy work environment
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools and equipment
- Use and minor maintenance of hand and power tools and equipment used in custodial work.
- Basic shop mathematics
- Safe work methods and safety regulations pertaining to the work
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Basic record principles and practices
- Safety using and maintaining hand and power tools related to the work
- Reading and interpreting standard plans, maps, and instructions
- Understanding and following oral and written directions
- Preparing basic records and reports of work performed
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities
- Performing custodial tasks
- Operating standard office equipment, including computer equipment
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Providing customer services in the most cost effective and efficient manner
- Using software applications related to assigned functions
- Communicate effectively in oral and written forms

**To apply for the position posted, please apply as follows;
Send;**

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpueblo.org

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.JemezPueblo.org