

WINSLOW RESIDENTIAL HALL., INC.

POSITION DESCRIPTION

Title: *Custodian*
Schedule Terms: 10 months
Salary Classification: Non-Exempt

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Under the direct supervision of the Facility Supervisor. Provides custodial services to 7th -12th grade students, staff and facilities.

QUALIFICATIONS

EDUCATION, TRAINING & EXPERIENCE:

- High school diploma or GED;
- At least one-year work experience in providing custodial services.
- Ability to read and follow procedural plans with little supervision required;
- Ability to communicate effectively and work well with staff, students and parents.
- Successful completion of all background checks (Federal, State and Navajo Nation/Local);
- Must be knowledgeable and familiar with Native languages, cultures, customs and traditions;
- Valid Arizona driver's license.

DUTIES AND RESPONSIBILITIES:

- Understand and fully comply with (1) all WRHI policies, procedures and regulation, (2) supervisor's directives, guidance and performance plans and (3) this position description;
- Performs inspection of facilities and equipment and notifies supervisor of any safety deficiencies;
- Maintain good and timely attendance;
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by WRHI's policies, procedures and regulations and/or this position description;
- Take ultimate responsibility and exercise accountability for all aspects of the activities and operations related to this position;
- Communicate openly, effectively, professionally and respectfully with co-workers and others;
- Must effectively use Safety Data Sheet (SDS) in performance of cleaning duties;
- Must follow the nation's health protection agency, Centers for Disease Control and Prevention (CDC) in the prevention of the spread of coronavirus (COVID-19) by cleaning and disinfecting frequently touched surfaces daily.

- Must understand proportion and percentages in mixing chemical solutions to manufacturer's specifications;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year. Must be able to work in a sitting, kneeling, standing positions for long periods of time and reach bend stoop and frequently lift up to fifty (50) pounds.

EVALUATION PROCEDURE: In accordance with provisions specified in personnel policy and procedure.

SUPERVISION RECEIVED: Facility Supervisor.

SUPERVISION GIVEN: None.

CERTIFICATON

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____
Custodian

DATE: _____

REVIEWED BY: _____
Facility Supervisor

DATE: _____

REVIEWED BY: _____
Homeliving Supervisor

DATE: _____