

Durena Thompson
Board of Regents Chair



Dr. Linda Warner
College President

SAN CARLOS APACHE COLLEGE
HUMAN RESOURCES

1 San Carlos Ave., Bldg. 3
P.O. Box 344

San Carlos, Arizona 85550 (928) 475-2016 ❖ Fax (928) 475-2018

Job Posting

Custodian

POSITION TITLE: Custodian

VACANCY ANNOUNCEMENT: #24-05

WORK LOCATION: San Carlos Apache College, Main Campus in San Carlos, AZ

DEPARTMENT: Business Affairs

REPORTS TO: Director of Business Affairs

EMPLOYMENT STATUS: Regular Full-Time (Non-Exempt)

OPENED: August 7, 2024

DEADLINE: August 21, 2024

SUMMARY: As a Custodian, under the general supervision of the Director of Business Affairs, the Custodian performs a range of janitorial duties to maintain a clean environment in the San Carlos Apache College buildings, classrooms and offices for staff, students and others.

Essential Responsibilities: Essential responsibilities and duties may include, but are not limited to the following:

- The duties include, but are not limited to, sweeping, mopping, scrubbing, vacuuming floors/carpets. Also dusts and washes walls, windows, desks, woodwork, furniture and other equipment.
- The Custodian thoroughly cleans and disinfects bathrooms and kitchens, including emptying trash containers and replacing the trash liners.
- Maintain the building and grounds by performing minor repairs and routine painting.
- Clean sidewalks, pick up trash on the College campus, and keep the outside tables clean and sanitized by wiping them down.
- Set up rooms for meetings/events as requested and move equipment in and out of storage.
- Keep inventory of all cleaning supplies and ensure all cleaning supplies are stored properly.
- Keep a daily cleaning log for all three college buildings. May undertake routine maintenance task related to building operating systems like changing air filters, etc.
- Perform other duties assigned.

Qualifications & Skills

- ✓ Knowledge of interpersonal skills to communicate with staff and the general public.
- ✓ Knowledge of basic rules and regulations related to disinfecting and sanitizing.
- ✓ Knowledge of building cleaning practices, supplies, and equipment and the ability to use them economically and efficiently.
- ✓ Knowledge of basic maintenance duties and ground maintenance.
- ✓ Ability to read and interpret written information, simple instructions, and short correspondences.
- ✓ Ability to follow verbal and written instructions.
- ✓ Ability to plan, organize and prepare required reports.
- ✓ Ability to be thorough in cleaning process and time management.
- ✓ Ability to be dependable and in good physical condition to perform the duties of the position.

Work schedule

Work schedule: Normal work schedule is Monday-Friday 8:00 a.m. – 5:00 p.m.

Applicant may work beyond normal business hours to support college activities and may also be required to work weekends, evenings and holidays.

Education, Experience, & Requirements:

- ✓ High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.
- ✓ In addition to meeting the basic requirements above, candidates must have had one year of specialized experience.
- ✓ Specialized experience is experience in janitorial work, general maintenance, or in a job related field. Examples of the type of experience that will be credited are shown above under “Duties and Responsibilities”.
 - Ability to pass a pre-employment background check
 - Ability to pass a pre-employment drug and alcohol test.

Physical Requirement

Must be in good physical condition to perform manual labor that include heavy lifting and using tools and equipment for extended periods of time. While performing the duties of this job, the employee is regularly required to stand, walk, sit, long periods of time; reach with hands and arms; hold, grasp, and lift; climb or balance; bend, stoop, kneel, crouch, crawl, and stretch in confined space. Must regularly lift and/or move more than fifty (50) pounds.

Compensation:

\$37,440 annually/(\$18.00 per hour)

How to Apply:

- Please email an employment application and resume to Samantha Alvarez-Santi, Human Resources Manager at samantha.alvarez-santi@apachecollege.org or hr@apachecollege.org. Employment applications can be found on our San Carlos Apache College website.
- The San Carlos Apache College follows our Native Hiring Preference Policy
- The San Carlos Apache College is an Equal Opportunity Employer