

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the performance level related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring an employee. The job duties referenced here are examples and may change from time to time.

**1. Job Summary**

- a) Hourly, non-exempt, full-time, or temporary, non-supervisory position.
- b) The Custodian is primarily responsible for the day-to-day cleaning and upkeep of the San Xavier District buildings and performing various custodial duties (e.g., mopping, dusting, sweeping, etc.).
- c) Supervised by the Maintenance Assistant Supervisor.
- d) Salary Range NE3.

**2. Responsibilities**

- a) Essential Duties.
  - i) Acknowledges and greets all visitors and District employees politely and professionally.
  - ii) Cleans office areas, empties trash, dusts and cleans furniture, blinds, windows, and equipment.
  - iii) Ensures that alarm security, lights, heating, and cooling systems are turned on/off.
  - iv) Checks gauges to ensure systems are operating within established limits.
  - v) Ensures buildings and gates are opened at the beginning of the day and secured at night.
  - vi) Cleans, sanitizes, disinfects restrooms and drinking fountains, replaces toilet paper, and refills paper towel and soap dispensaries.
  - vii) Keeps floors cleaned: sweeps, mops, shampoos carpets, and buffs tile.
  - viii) Checks supply levels; submits requests for additional supplies for approval as directed by the Maintenance Assistant Supervisor or Facilities Director.
  - ix) Makes minor repairs and relocates equipment and property.
  - x) Waters all plants as needed (indoor and outdoors).
  - xi) Sets up chairs and tables for meetings and any other functions, as requested, ensures areas are clean, and restores original set-up.
  - xii) Sweeps sidewalks, chops weeds, and rakes the District grounds as needed.
  - xiii) Replaces light bulbs and cooling filters, adjusts doors, and moves furniture or equipment.

- xiv) Maintains records of work orders and equipment out for repair.
- xv) Inspects grounds for safety hazards and report findings to Supervisor.
- xvi) Provides a safe work environment by utilizing proper safety equipment as determined by the assignment.
- xvii) Attends and participates in departmental and All-Staff, and other job-related meetings and trainings.
- xviii) Maintains confidentiality of all sensitive information.
- xix) Performs other duties as assigned and executes other responsibilities and projects as necessary.

3. Knowledge, Skills, And Abilities:

- a) Ability to –
  - i) communicate effectively.
  - ii) comprehend verbal and written instructions.
  - iii) read manuals and gauges and record measurements.
  - iv) operate power-driven machinery (i.e., buffers).
  - v) hold objects with two hands.
  - vi) work indoors and outdoors.
  - vii) complete forms and write detailed reports and time cards.
  - viii) be available to work evenings and weekends.
- b) Knowledge of cleaning materials and chemicals.
- c) Punctual and dependable.

4. Working Conditions

- a) Environment.

Hot	<input checked="" type="checkbox"/>	Noisy	<input checked="" type="checkbox"/>	Dust/Fumes	<input checked="" type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	Outdoors	<input checked="" type="checkbox"/>	Chemicals	<input checked="" type="checkbox"/>
Contact with substance that could cause allergic reactions:					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Describe:	
Protective Equipment Used:					
Other: <input type="checkbox"/> Explain:					

- b) Physical Activities and Requirements.

Requirements	Sometimes 0 – 29%	Frequently 30 – 59%	Constantly 60 – 100%	N/A	Comments
Bending/Pushing/Pulling			✓		
Climbing Ladders		✓			

Requirements	Sometimes 0 – 29%	Frequently 30 – 59%	Constantly 60 – 100%	N/A	Comments
Climbing Stairs	✓				
Collating/Filing	✓				
Digging	✓				
Dialing	✓				
Hearing		✓			
Lifting/Carrying 25lbs.			✓		
Lifting/Carrying 50lbs.			✓		
Lifting/Carrying 75lbs.			✓		
Reaching Overhead			✓		
Reading		✓			
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing			✓		
Sustained Mental Aptitude		✓			
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard	✓				
Vehicle Operation	✓				
Walking			✓		
Writing		✓			
Other:					

5. Qualifications

- a) High School Diploma or equivalent.
- b) At least six (6) months of work experience or any equivalent combination of training, education, or experience.
- c) Valid AZ Drivers License with no DUIs or major traffic offenses within the past three (3) years.
- d) Bilingual – O’odham/English preferred.

Per the Indian Preference Act (Title 25, US Code, Section 472 & 473), the San Xavier District gives preference when filling vacancies to (in sequential order):

- (1) Enrolled members of the San Xavier District,
- (2) Enrolled members of the Tohono O’odham Nation
- (3) Enrolled members of other nations or tribes
- (4) All other qualified candidates.

San Xavier District is committed to providing Equal Employment Opportunities.

**Reviewed and Approved By:**

Employee Acknowledgement: \_\_\_\_\_ Effective Date \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Next Level Supervisor: \_\_\_\_\_ Effective Date: \_\_\_\_\_

***San Xavier District is an “Alcohol/Drug-Free Work Place.”***