Vacancy Announcement  
Department of Education – Haak’u Learning Center

Pueblo of Acoma Human Resources Department  
P.O. Box 348, Acoma, NM 87034  
• 505-552-6728  
www.puebloofacoma.org

JOB TITLE: Custodian  
(Part-Time/Regular)  
PAY RATE: $10.05/hr

OPENING DATE:  June 24, 2020  
CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under direct supervision of the Facilities/Transportation Supervisor, the Custodian performs janitorial, custodial, and grounds keeping duties for the Haak’u Learning Center.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Sweeps, mops, scrubs, and waxes floors.
2. Dusts and polishes furniture; cleans offices.
3. Washes windows, walls, and mirrors.
4. Cleans, sanitizes, and deodorizes restrooms; replaces soap and paper products.
5. Unclogs lavatories.
7. Disposes of trash appropriately.
8. Vacuums and shampoos carpets.
9. Strips, waxes, and buffs floors.
10. Cleans vents and light fixtures.
11. Replaces light bulbs.
12. Assists in moving classroom and office furniture.
13. Maintains equipment and custodial supplies and replenishes as needed.
14. Cuts weeds, rakes leaves, and removes litter from grounds.
15. Maintains entrances, steps, walkways, parking lots and playground areas.
16. Cleans snow and ice from parking lots, walkways, entrances and steps.
17. Trims and prunes trees and bushes at ten feet and below.
18. Performs minor maintenance and repairs.
19. Sets up tables and chairs in various meeting rooms as requested.
20. Attends and participates in meetings and planning sessions.
21. Informs supervisor of any defects or repairs needed in buildings or on grounds.
22. Observes safety rules and maintains a safe environment.
23. Contributes to a team effort and accomplishes related results as required.
24. Performs other duties as deemed necessary to fulfill the goals and objectives of the Haak’u Learning Center.

MINIMUM QUALIFICATIONS

Experience:  
Three (3) to six (6) months relevant experience.

Education:  
High School Diploma or GED.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:  
A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers  
Ability to perform other duties as assigned  
Knowledge of occupational hazards and applicable safety practices.
• Knowledge of cleaning equipment, products, techniques and standards.
• Ability to communicate effectively in the English language, both verbally and in writing.
• Ability to safely use cleaning products and safely operate cleaning equipment.
• Ability to understand and follow oral and written instruction.
• Ability to learn the methods of cleaning and caring for buildings, grounds, and equipment.
• Ability to work as a team member in a structured working environment.
• Ability to establish working relationships with other employees.
• Ability to obtain and maintain CPR/First Aid Certification within three (3) months of hire.
• Ability to satisfy health requirements in accordance with Head Start performance standards; including an annual physical examination.
• Skill in using cleaning products and equipment.

PREFERRED QUALIFICATIONS

• Six months work experience in a custodian or janitorial capacity.
• Keres speaking.

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.

Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Health Requirement: None

Driver Check: All applicants must possess a current valid Driver’s License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA0512020 Pueblo of Acoma is a Drug Free Workplace.