



# Human Resources Department

## Pueblo of Santo Domingo

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### **JOB ANNOUNCEMENT**

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**POSITION TITLE:** Custodian

**SALARY RANGE:** \$12.00-\$15.00 DOE

**DEPARTMENT:** IDC

**POSITION STATUS:** Full Time

**SUPERVISOR:** Custodial Supervisor

**JOB POSTING ID:** IDC-023823

**Period to apply:** 08/23/2023-09/06/2023

*Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

#### **BASIC PURPOSE:**

Incumbent in this position is responsible for the cleaning and maintaining the appearance of Pueblo of Santo Domingo interior and exterior areas by performing custodial maintenance duties including but not limited to, dusting, mopping, finishing, and buffing floors, vacuuming, and shampooing carpets, cleaning of offices, cleaning, and restocking restrooms.

#### **ESSENTIAL FUNCTIONS:**

- Ensure tribal offices/buildings and grounds are clean, neat and in a safety manner.
- Following a set schedule every day of areas assigned to clean.
- Sweeping, mopping, scrubbing floors, buffing floors, and vacuuming carpets.
- Light maintenance to include hanging pictures, changing light bulbs, unplugging toilets, cutting weeds, using the blower to clear debris.
- Washing and sanitizing toilets, sinks, showers and restock disposables (e.g., Soap, toilet paper, hand paper towel).
- Wiping down mirrors and windows.
- Sanitizing all frequently touched surfaces such as counters and door handles.
- Report major damages and repairs to supervisor.
- Securing facilities before the end of the day (gates, locking doors, closing windows).
- Perform routine maintenance to custodial equipment.
- Empty trash receptacles and ashtrays and bag trash for proper disposal.
- Ensuring spaces are prepared for the next day such as taking out trash, tidying furniture and dusting surfaces.
- Dusting and wiping down surfaces around an employee's working area.
- Maintaining confidentiality if exposed.
- Undertake occasional tasks such as shoveling snow from sidewalks, front entrances, walkways, throwing salt to dissolve any ice, lifting heavy items, moving chairs, etc.
- Ensure proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Handling cleaning solutions and having knowledge of how to properly dispose.
- Perform all work activities in accordance with Santo Domingo safety policies and procedures.
- Accurately fill out the cleaning log in areas that are completed.
- Properly put away cleaning supplies, equipment, and signs when finished cleaning a department or area.

- Communicating with co-workers and supervisor of daily task completions and or of other tasks that need to be completed.
- Ensure all supplies are in stock and notify the supervisor of any needed items for reorder.
- Follow all safety rules and guidelines.
- Other duties as assigned.

### **REQUIRED COMPETENCIES**

- **Integrity / Honesty:** All Pueblo of Santo Domingo employees must operate in an ethical manner by following all Pueblo of Santo Domingo policies and procedures relating to handling, tracking, of equipment and proper behavior between staff and visitors. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork:** All Pueblo of Santo Domingo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Flexibility:** Incumbent in this position must be able to accept rapid change in job assignments, schedules, or priorities.
- **Effort and Initiative:** Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent; AND One (1) year custodial experience preferred.
- Work may be performed outdoors with exposure to inclement weather.
- Prolonged standing, walking, bending and continuous lifting a minimum of 50lbs are required.
- Must be flexible in scheduling.
- Must be reliable and dependable.
- Time-management skills.
- Must possess a positive attitude and be team oriented.
- Knowledge of use and maintenance of industrial cleaning equipment and tools.
- knowledge of safe disposal of chemical liquids and other hazardous components.
- Attention to detail and conscientiousness.
- **Must be 21 years of age for insurance purposes.**
- Valid New Mexico driver's license with ability to meet Pueblo of Santo Domingo liability insurance requirements and maintain eligibility for insurance.
- Must be able to satisfactorily pass a background check.
- Extended working hours, including weekends, may be required.
- Covid -19 vaccination is required. Reasonable accommodation is considered.

### **HOW TO APPLY:**

Please submit complete application:

- By email: HR@kewa-nsn.us
  - Subject line: **Custodian– [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

**Incomplete application packets may delay or exclude consideration of your application.**

A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Resume and Cover Letter not required but accepted.