

NAZLINI COMMUNITY SCHOOL, INC.
Position Description

POSITION TITLE: Custodian
CONTRACT TERM: 12 Months

CLASSIFICATION: Non-Exempt
DATE APPROVED: 06/10/2020

POSITION SUMMARY: To provide a safe and secure environment for students, staff and visitors from harmful acts in violation of laws and school policies at Nazlini Community School. The basic functions of the Custodian are to provide daytime security and general custodial services at assigned station.

RESPONSIBILITIES AND DUTIES

Security:

- Complete inspection to insure that doors are locked during school hours
- Perform all necessary duties to insure the safety and protection of students and personnel
- Report in writing any unusual incidents to the Principal and Facility Manager when there is a question of prioritization of security duties, the highest priority is to be given to student safety and security.
- Deal courteously with the public visiting the school compound and maintain sound liaison with supervisor, Principal, administration, fire department and Navajo Nation police when the situation warrants it.
- Assist law enforcement officer as requested with the acknowledgement of administrator on call and Facility Manager
- Adhere to NCSI, rules and regulations, including fire and disaster plans
- Open, close and lock doors during school hours
- Watch for vandalism, assist with building security
- Check for safety hazards in buildings and on the grounds
- Maintain confidentiality at all times

Custodian:

- Accept the responsibility for the care and use of any equipment utilized in performing security and custodian duties; maintains animal control on campus
- Sweep, mop, polish floors and vacuum, shampoo carpets
- Arrange desks; empty trashcans and pencil sharpeners
- Clean chalkboards, office furniture, entryways
- Clean and disinfect bathrooms, drinking fountains and restock tissue, towels and soap
- Wash windows, sills and blinds
- Replace light bulbs and all exit lights
- Unclog bathroom sink drains
- Move furniture, set up for meetings, athletic and special events
- Sweep sidewalks of dirt, snow, debris and pick up litter
- Participate in and attend in-services and educational programs seeking to improve and learn job-related skills
- Attend and participate in committee meetings, in-service trainings and related activities consistent with duties and school improvement outlined in 1114 Plan
- Reads and knowledgeable of NCSI Policies and Procedures, Mission and Vision Statement.
- Utilize Accountability measurement and resources in correlation to school adopted policies, goals and school wide program plans
- Perform additional duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the radio and police ten codes and operation of mobile and portable radios
- Must be able to write legible, intelligible reports

- Be well poised, alert, tactful, diplomatic and have the ability to exercise good judgment under stress
- Ability to communicate effectively with school personnel and visitors

QUALIFICATIONS

- High School diploma or GED certificate with one (1) year experience in both custodial work and security work
- Ability to lift fifty (50) pounds
- Knowledge of procedures, materials and equipment used in custodial work
- Ability to demonstrate basic principles of security techniques, must have initiative and be courteous, reliable and responsible
- Must have valid Arizona State driver's license
- Ability to administer First Aid and CPR

PHYSICAL REQUIREMENTS

- Annual Physical Examination is required.

REPORTING RELATIONSHIP

- Reports directly to the Facility/Transportation Supervisor

SALARY CLASSIFICATION: To be determined based on education and experience and be placed on the NCSI, salary schedule.

NOTE: This position description is subject to review and change.

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

Employee signature

Date

Depending upon the needs of the school, some incumbents of this position may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.