



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 030-24**

**OPENING DATE: 03/06/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Custodian  
**PAY GRADE:** NE2 (\$15.50/hr. - \$20.95/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Facilities Supervisor  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Performs routine custodial duties to maintain a clean, safe and sanitary environment for the Isleta Health Center.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Performs cleaning and housekeeping activities, including: sweeping and mopping floors, vacuuming carpets, dusting, cleaning restrooms, and removing trash.
- Responds to immediate cleaning needs resulting from sick and debilitated patients.
- Performs periodic, project cleaning including: stripping and waxing floors, cleaning windows, vents and walls.
- Adheres to procedures for disinfecting and special cleaning needs related to health care facilities.
- Cleans and dusts furniture and other related fixtures; replaces light bulbs.
- Cleans exam tables, wheelchairs and other medical equipment and furnishings.
- Transports and launders linens and other washable materials.
- Mixes cleaning agents in accordance with manufacturer's instructions.
- Adheres to safety procedures and utilizes safety apparel as appropriate.

- Operates and maintains cleaning equipment.
- Sweeps sidewalks, picks up trash and cuts weeds around outside of clinic; cleans snow and debris from sidewalks.
- Cleans front lobby in clinic area when needed.
- Collects bio-hazard containers.
- Identifies supply and equipment needs to supervisor.
- Assists with building security and safety as needed.
- Maintains confidential information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- One year of experience in custodial work.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of occupational hazards and applicable safety practices.
- Skill in the safe operation of tools and equipment.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- Ability to communicate effectively, both verbally and in writing.
- Ability to complete cleaning schedules and clean assigned areas thoroughly.
- Ability to follow verbal or written instructions.
- Ability to use hand tools and electrical tools.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.

**PHYSICAL DEMANDS:**

- Stand and walk for up to 8 hours per day.
- Talk, hear, stoop, bend; kneeling, climbing; use hands to handle objects, equipment, controls and reach with arms and hands; carry equipment and supplies.
- Considerable physical activity; heavy physical work; heavy moving, lifting, pushing, or pulling of objects up to 50 pounds is a primary part of the job.

**WORK ENVIRONMENT:**

- Work is performed in an interior/clinical setting and outdoor environment.

- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Exposure to gas fumes, automobile fluids, and cleaning agents.
- Employee will be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Evening, weekend, and holiday hours may be required.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.