



Crow Canyon Archaeological Center Job Description

Position Title: Custodian
Status: Non-Exempt
Employment Category: Full Time
Reports to: Director of Campus Services
Revised 1/2016 dm/dlf

Position Summary:

The employee that accepts the position of custodian assumes a very important role in the functioning of our Center. The primary responsibility of this position is to perform cleaning and basic maintenance duties that maintain the campus, offices, guest housing, scholar residences, shower rooms and dining room. This person will not only be working to provide a clean, healthy and safe environment, but they will be working with people, especially children.

Education and/or Experience:

High school diploma or general education degree (GED), or one to two years related experience and/or training, or equivalent combination of education and experience. Attention to detail and a strong background with various cleaning techniques and products and equipment are required. Basic computer skills are preferred.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must be responsible and dependable. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Maintain a clean and sanitary environment in the Gates building (floors, wall, windows, furniture and fixtures of offices, restrooms, sandbox and lab areas, and other similar areas)
- Maintain a clean and sanitary environment in the Lodge building (floors, wall, windows, furniture and fixtures of office rooms, dining area, staff offices, restrooms, and other similar areas)
- Maintain a clean and sanitary environment in the hogans (floors, walls, beds, furniture, fixtures, and windows)
- Maintain a clean and sanitary environment in the cabins (floors, walls, beds, furniture, fixtures, and windows)
- Maintain a clean and sanitary environment in the scholar residences (furniture and fixtures, floors, restrooms, and other similar areas)
- Maintain a clean and sanitary environment in the bath house and super hogan (floors, changing room, showers and lavatories)
- Order and stock cleaning supplies
- Attend to various minor maintenance projects as needed (changing light bulbs, repairing blinds, etc.)
- Assist the maintenance crew if needed
- Make beds and remove bed linens as required
- Respond to emergency plumbing, water, or wind damage and make repairs as needed
- Provide general carpet care such as vacuuming and shampooing
- Provide general upholstery care such as vacuuming and shampooing
- Report any excessive soiling, damage or repairs
- Maintain cleaning equipment
- Maintain MSDS sheets to ensure that they are up-to-date
- Any other cleaning type occurrence that may arise or be assigned
- Utilize campus calendars, schedules and e-mails for information and assignments
- Adhere to the daily checklist and turn it in with your time sheets

Physical Demands:

The employee must be able to:

- Occasionally lift and/or move up to 70 pounds
- Regularly lift and or move up to 30 pounds
- Push – pull up to 150 pounds
- Ascend and descend stairs on a daily basis with equipment
- Pass a work steps physical capacity test
- Work in adverse weather
- Stoop, kneel, reach, crouch, or crawl to perform essential cleaning tasks
- Legally and safely operate a 15-passenger van
- Operate equipment and handle cleaning chemicals in a safe and secure manner

Required Certificates, Licenses, and /or Registrations:

- Valid driver's license
- Background check upon hire
- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position
- May be required to complete transportation-related training
- Current First Aid and CPR certification
- Current physical exam and health history completed by a licensed medical health care professional

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.