



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

Custodian

College and Area Information:

Northland Pioneer College is located in Northeastern Arizona, which serves Navajo and Apache counties. Northland Pioneer College offers classes at four campuses and five centers across northeastern Arizona which includes the areas encompassed by three Native American tribes. As a NCA-HLC accredited public community college we serve over 12,000 students annually in courses and programs. For additional information please see our web pages at www.NPC.edu.

Organizational Relationship:

Reports to the Campus Manager through the Lead Custodian

Location:

Two at Show Low, White Mountain Campus
Two at Snowflake, Silver Creek Campus

General Statement of Responsibilities:

Provide, in cooperation with the faculty and the administration, a safe, attractive, comfortable, clean and efficient environment for students to learn and develop.

Responsibilities:

1. Clean and sanitize restrooms/bathrooms using established practices and procedure.
2. Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; empty and clean ash trays and cigarette urns; replace light bulbs; refill restroom dispensers.
3. Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
4. Use and maintain assigned power equipment and hand tools; vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
5. Wash walls and equipment; use ladders when required in work assignments.
6. Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
7. Follow instructions regarding the use of chemicals and supplies. Use as directed.
8. Perform cleaning and related activities such as removing debris from sidewalks and stairs in areas within sixteen feet of building using hand-operate tools or power equipment.
9. Move furniture, equipment, supplies and tools on an incidental basis.
10. Wash accessible interior and exterior windows. Clean blinds.
11. Cleans classrooms, restrooms, offices, storage areas, lounges and all other assigned areas.
12. Reports safety hazards and the need for repairs.
13. Performs related duties as assigned.

Skills Required:

Safe operation and proper use of custodian equipment; knowledge of basic housekeeping procedures. Ability to work in a diverse, multi-cultural environment. Ability to read and comprehend the English language sufficiently in order to understand written and verbal instructions.

Physical Requirements: Ability to perform the following physical requirements of the position with or without a reasonable accommodation: Sufficient physical dexterity to use a telephone, housekeeping tools. Critical sensory requirements include general vision (corrected to 20/20), hear and listen in the normal range (corrected), and speak and give general information clearly. Ability to lift 50 pounds, kneel, crawl and climb ladders.

Required License/Certifications:

Must possess a valid driver's license.

Application Information:

Contact for Show Low, White Mountain Campus – Jessica Kitchens: 928-532-6106

Contact for Snowflake, Silver Creek Campus – Colleen Readle: 928-536-6206

Closing Date: Open until filled

Compensation:

Initial salary range of \$12.00 per hour depending on education and experience.

Position Availability: Immediately

Public Notice of Nondiscrimination: Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, Arizona 85901, (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 9-12-14