



Keres Children's Learning Center

P.O. Box 113, Cochiti Pueblo, NM, 87072
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PHONE 505-465-2185

KCLCMontessori.org / info@KCLCMontessori.org

JOB POSTING



Custodian/Maintenance Position

Custodian/Maintenance—Reports to the Educational Director and Administrator.

Classification: Nonexempt

Position: Fulltime Year-round

Hours: 8 hours daily

Salary Range: \$16/hour*

between 6:00 and 6:00

*higher depending on experience

Position Summary

The Keres Children's Learning Center (KCLC) seeks a Custodian/Maintenance person to be part of a Custodial/Maintenance team, performing daily cleaning of KCLC's classrooms, offices, kitchen, and building; maintaining the grounds, raised bed gardens, playground; making electrical, carpentry, plumbing, mechanical and related repairs and installations.

Custodian Duties and Responsibilities:

- See bottom (over)

General Maintenance Duties and Responsibilities

- Maintain KCLC's facility and safety compliance
- Identify needed repairs and maintenance
- Provide repairs and maintenance for KCLC buildings and landscaping as needed or work with outside contractor to oversee repairs and maintenance
- Safely operate standard tools and equipment of the trade
- Clean and maintain tools and equipment
- Operate light and medium motor equipment
- Operate motor vehicles as assigned

Qualifications:

- High School diploma
- Valid driver's license
- Ability to pass a background check

Physical Requirements:

While performing the duties of this job, the employee is frequently required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit, frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds or more. The employee will sometimes push/pull items such as tables, scaffolds, and cabinets. The employee regularly works both indoors and outdoors. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Other Requirements

- Be a self-starter; manage time appropriately
- Practice safety at all times, using only products approved for use with children
- Work collaboratively and independently
- Abide by KCLC Policies and Procedures
- Speak Keres language as much as possible while on school grounds
- Have a valid driver’s license and vehicle
- Undergo background check
- Honor confidentiality
- Take initiative to serve KCLC’s mission
- Shop and obtain approval for equipment or supply purchases

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice.

KCLC is an EEO employer. This is a full-time, nonexempt position, paying a competitive wage depending on experience and language skill. Interested individuals should submit a letter of interest to info@kclcmontessori.org or to Keres Children’s Learning Center, PO Box 113, Cochiti Pueblo, NM, 87072; (505) 465-2185.

Position open until filled.

Specific custodial duties:

<p>Kitchen</p> <ul style="list-style-type: none"> • Wash dishes • Wipe tables • Throw out children’s dish water • Wipe snack table • Wash snack trays • Wipe off stove • Wipe children’s sink area 	<p>Restrooms</p> <ul style="list-style-type: none"> • Scrub toilet bowl with cleanser • Wipe outside toilet bowl and base • Wipe door knobs, flush handle, sink handles, light switch, mirrors • Wipe/mop the floor • Check toilet paper • Empty the trash • Clean adult restroom similarly once weekly
<p>Other</p> <ul style="list-style-type: none"> • Empty trash and put in new liners as needed • Vacuum windowsills and door thresholds • Water trees, landscaping, slop, compost, raised bed gardens • Sweep, mop offices as needed • Weeding of school grounds, light landscaping 	<p>Sweep/ Vacuum/Mop</p> <ul style="list-style-type: none"> • Sweep hallways • Sweep classroom • Vacuum rugs daily as needed • Mop daily as needed