

POSITION GOAL: To maintain the Wellness Center facility environment inside and out, meeting appropriate standards of cleanliness and safety for staff and clients of the Wellness Center.

DUTIES AND RESPONSIBILITIES:

GENERAL:

1. Carries out responsibilities in accordance with Alamo Navajo School Board, Inc., and Wellness Center policies and procedures.
2. Prudently maintains ANSB, Inc., and Wellness Center property used in the course of the job and in accordance with established policies and procedures.
3. Attends identified trainings/meetings appropriate to improving skills related to the job and making use of acquired skills on the job.
4. May be asked to clean up after special events which occur outside the normal facility operating hours.
5. Ensures that the Climbing Wall room is securely locked when not in use with an adult staff member supervising.

EARLY SHIFT:

1. Unlocks front door, turn on lights in staff offices, equipment issue room, weight room and hallways and other areas depending on scheduled programs or classes.
2. Unlock gate in playground area.
3. Checks all building areas including restrooms, locker rooms, and shower areas for cleanliness and maintenance issues; reports any major problem areas, damage or theft of program property to Administrative Assistant immediately.
4. Collects trash bags from previous night and hauls to appropriate ANSB trash bins.
5. Makes coffee for staff and checks every hour to insure that empty pots are not left on burners.
6. Takes outgoing mail to Business Office at 9 a.m. and brings back incoming Wellness Center mail and packages to the Administrative Assistant for distribution.
7. Checks Custodian message board for any set up, cleaning needs, problems or ordering of supplies
8. Daily cleans and sanitizes shower stalls and restrooms.
9. Checks kitchen area daily for evidence of recent usage or need of cleaning.
10. Keeps restrooms stocked with tissue, paper towels, and soap; maintains an inventory of custodial supplies/equipment on hand and notifies the Administrative Assistant, in advance, of the need for replacement.
11. Maintains floors in gallery, hallways, gym, fitness rooms and other areas according to manufacturer's requirements or Wellness Center cleaning policies and procedures.
12. Daily polices the grounds and parking lots, picking up trash and keeping areas free of rubbish.

13. Assists the Facilities Maintenance Worker with the setting of rooms, gymnasium or other areas for special events or programs.
14. Attends to minor building repair; major repairs needed or unsafe conditions should be brought to the attention of the Facilities Maintenance Worker through the use of a work order request.

LATE SHIFT:

1. Checks with Early Shift Custodian for any areas needing the special attention of the Late Shift Custodian.
2. Takes outgoing mail to Business Office at 2:30 and brings back incoming Wellness Center mail and packages to the Administrative Assistant for distribution.
3. Periodically throughout shift checks floors for dirt or any spills that need to be attended to, emptying of trash receptacles, cleaning of restroom sinks, urinals, and toilet bowls, and restocking of supplies.
4. Assists with set-up or take down of furniture or equipment used in special events.
5. Checks program schedules daily and ensures that gates to areas not in use are down and secured.
6. Locks playground gate upon closing.
7. After closing, empties all trash receptacles and places trash in designated area for pickup by Early Shift Custodian at opening.
8. Vacuums, dusts all offices and classroom areas before leaving; dust/wet mops fitness room areas also.
9. Checks kitchen, restrooms, locker rooms, and shower areas to assure that water is not running, appliances have not been left on, and that refrigerators are working; checks all other areas to determine that staff and users have left the premises.
10. Leaves notice of any problems, concerns, or needed supplies on Custodian Message Board for Early Shift Custodian's attention.

SPECIAL CONDITIONS:

This is a child sensitive position subject by law to finger printing and criminal/character background investigation.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc. policies and procedures.

Board Approved: 6/30/05

Certification: "I have carefully reviewed the above position description of the qualifications, duties, and responsibilities of this position and certify acceptance of this description as complete and accurate."

Employee

Date

Immediate Supervisor

Date