

## Vaughn Municipal Schools Job Vacancy Announcement

**Position:** Custodial Position  
**Subject Area:** (none)  
**Job Title:** Custodian  
**Job Location:** Vaughn Municipal Schools  
**Beginning:** Immediately  
**Deadline:** Open until filled \*\*  
**District:** Vaughn Municipal School  
Vaughn, NM 88353  
**Telephone:** 575-584-2283  
**Email:** lpadilla@vaughn.k12.nm.us

**Job Description:**  
Under the supervision of the Superintendent and Principal

**MUST BE ABLE TO PASS A BACKGROUND CHECK & A DRUG TEST**

**\$15/HOUR 36 HOURS PER WEEK**

### 0 **JOB DESCRIPTION**

Attends in-service training (e.g., instruction on blood-borne pathogens, cleaning solvents, floor care, etc.) for the purpose of receiving information on new/improved procedures.

- Cleans facility (e.g., classrooms, offices, restrooms, grounds, etc.) for the purpose of maintaining a sanitary, safe, attractive environment.
- **Daily attendance and punctuality required. (Must be able to work nights and weekends)**
- Delivers various items (e.g., supplies, packages, mail, etc.) to the appropriate locations and parties.
- Helps arrange furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, and events.
- Helps respond to immediate safety and operational concerns (e.g., facility damage, alarms, etc.)
- Inspects facilities for the purpose of ensuring site is suitable for safe operation and maintained in attractive, clean condition; and identifying any repairs necessary due to vandalism, equipment breakage, weather conditions, etc.
- Lifts up to 100 pounds unassisted for the purpose of lifting equipment necessary to complete assigned tasks.
- Maintains supplies and equipment (e.g., cleaning solutions, paper products, vacuums, mops, etc.)
- Performs work at heights of up to 12 feet using ladders and/or scaffolding for cleaning, changing light bulbs, replacing ceiling tiles, etc.
- Prepares documentation for the purpose of providing written support and conveying information.
- Prepares facility for operations (e.g., opening gates and doors, disarming security systems, raising flags, performing minor repairs, etc.).
- Secures facility and grounds to minimize property damage, equipment loss, and potential liability to the school district.
- Services job-related equipment (e.g., adjusts, cleans, and oils vacuum cleaners, scrubbers, buffers, etc.) to maintain equipment in good, working condition, including changing brushes, pads, rollers, etc.
- Perform minor building maintenance.
- Monitor building systems including but not limited to mechanical, fire/life safety, physical security, access, and property.
- Relocate Office equipment, materials, and furniture as necessary.
- Maintain landscape and grounds as needed to ensure a safe and attractive campus. This includes removing weeds, blowing leaves, and picking up trash.
- Any other duties as assigned

**If interested, please contact Lyndsey Padilla @ 575-584-2283 or stop by the office to pick up an application.**