

Operations ASSISTANT (Part-time)



Kha'p'o Community School

Location: Santa Clara Pueblo, Espanola NM

To Apply: Please submit a fully completed application located on our website and the additional material requested with the application.

Website: <https://www.khapoeducation.org/employment.html>

Point of Contact: Director of Human Resources (bmedina@khapoeducation.org/505-753-4406)

SCHOOL DESCRIPTION:

Kha'p'o Community School (KCS) is a Tribally Controlled Grant school serving Santa Clara Pueblo (SCP). KCS serves families, prenatal through sixth grade, and adult learners. KCS is a school grounded in providing students rigorous, high-quality educational opportunities that are culturally centered on Tewa language proficiency and interactive, hands-on learning activities. KCS staff support students in their physical and emotional growth as well, valuing student identity and promoting and modeling high-self esteem and confidence.

Our Vision:

The graduates of Kha'p'o Community School are strong, caring and respectful stewards of our Tewa language and culture. They are empowered to bridge the Kha'p'o and non-Native worlds. They are on the right path to succeed in school and work to fulfill their responsibilities as future leaders and members of our community.

Our Mission:

It is the Mission of the Kha'p'o Community School to nurture our children in a Kha'p'o-minded, community-engaged, academically-challenging and enjoyable educational environment that enables them to speak our Tewa language and sustain our culture, supports their physical and emotional well-being, and inspires their love of learning. For more information visit www.khapoeducation.org.

POSITION SUMMARY

The Operations Assistant is supervised by the Director of Operations. The person will be responsible for supporting additional assistance in the Operations area for cleaning, delivery, package setup, and other tasks as a result of pandemic response. This position is part time (20-25 hours per week)..

Duties and Responsibilities

- Provides additional support in the Operational department such as the food service program packaging and delivery of meals to students, school custodian in janitorial duties and facilities department with basic maintenance of buildings and grounds.
- Serves as an emergency response assistant in areas that support the school's response to the current pandemic status
- Work hours will occur at 20-25 hours weekly between the hours of 6:30 am - 5:30 pm, based on weekly schedule set by Director of Operations
- All other duties as assigned.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 25/50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud. The work environment may require the employee to work in confined spaces (manholes, trenches, attics, and crawl spaces).

QUALIFICATIONS

Education/Licensure

- Obtain a Food Handler's Permit
- Willingness to pursue relevant and role-specific training as needed
- Must hold valid New Mexico driver's license
- High diploma or equivalent required
- Must pass federal background check

Skill/Mindsets

- Excited to work in a collaborative team environment
- Highly organized and able to manage multiple competing priorities
- Extremely well-organized and an innate self-starter who takes initiative in solving problems as they arise
- Unwavering dedication to the students, teachers and community of Santa Clara Pueblo

Experience

- Janitorial duties
- Handling and packaging of food in a cafeteria setting
- Experience in basic facilities maintenance of buildings and grounds.

To Apply: Complete the online application here: www.khapoeducation.org/employment

A completed application (available on website), resume and any additional documents should be emailed to the Director of Human Resources, Bertha Medina at bmedina@khapoeducation.org.

COMPENSATION: \$15.00 per hour for SY 2021-2022 for part-time hours

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472).

Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible candidates that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.