



Kha'p'o Community School School

School Custodian - Kha'p'o Community School

Location: Santa Clara Pueblo, Espanola NM

Position Start Date: As soon as possible

Point of Contact: Director of Human Resources, Bertha Medina - [bmedina@khapoeducation.org](mailto:bmedina@khapoeducation.org)

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### **SCHOOL DESCRIPTION**

Kha'p'o Community School (KCS) is a Tribally Controlled Grant school serving Santa Clara Pueblo (SCP). KCS serves approximately 150 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 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](http://www.khapoeducation.org).

### **POSITION SUMMARY**

Kha'po Community School seeks a hard-working and responsible individual who can work on multiple custodial projects simultaneously. This person will work primarily alone, with assistance available where needed, working to beautify, repair and upgrade our beautiful Santa Clara Pueblo school site.

The School Custodian is supervised by the Director of Operations. He/She is responsible for maintaining clean buildings, grounds, and equipment at Kha'p'o Community School. The selected candidate will support the Director of Operations and Facilities Maintenance Manager to complete larger projects when necessary. The position is full-time.

### **DUTIES AND RESPONSIBILITIES**

- Maintain a beautiful safe, clean, and functional space where our students can learn
- Performs general, routine daily custodial duties in school buildings, to include dusting, mopping, vacuuming, cleaning restrooms, restocking paper and soap supplies, and additional custodial duties..
- Performs routine maintenance to custodial equipment and supplies.

- Empties trash receptacles, disposes trash into dumpsters, bags trash for proper disposal, and disposes at the community facility.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs cleaning functions specific to the assigned facilities and/or based on seasonal/project requirements.
- May assist or perform snow removal activities and minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.
- Maintain a safe working environment for elementary aged children and school staff
- Assist the Operations staff as needed in areas of carpentry, plumbing, electrical, tiling and beautification projects as required
- Ensure the school buildings are maintained to ensure a high standard of cleanliness that mitigates COVID
- Support the Director of Operations and Facilities Maintenance Manager
- Proactively identify custodial issues, take the next steps to be problem solve, and fix issues
- Demonstrate the school values in daily work responsibilities and interaction with others
- All other duties as assigned

## **QUALIFICATIONS**

### **Education/Licensure**

- High School Diploma or equivalent required
- Associates or Vocational degree preferred but not required
- Valid New Mexico Driver License
- OSHA training experience preferred

### **Ability/Knowledge/Skills/Mindset**

- Must be available for after hours emergencies, including evenings, weekends, and holidays as necessary
- Unwavering dedication to the students, teacher and community of Santa Clara Pueblo
- Ability to organize multiple tasks.
- Ability to understand verbal instructions.
- Ability to understand and follow safety procedures.
- Ability to operate vacuums and other related equipment.
- Ability to safely use cleaning equipment and supplies.
- Ability to use hand and power tools applicable to trade.
- Ability to lift and manipulate heavy objects.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to understand written and verbal communications.
- Ability to problem solve custodial issues
- Ability to work with others in a team environment

### **Experience**

- Previous experience in the custodial field preferred

- Experience working in education and tribal buildings is strongly preferred but not required
- Experience working with Pueblo/Native Communities
- Fluency in Tewa language preferred but not required

**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 100 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).

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To Apply: Please submit a KCS Job Application and Resume by email to Bertha Medina, Director of Human Resources, [bmedina@khapoeducation.org](mailto:bmedina@khapoeducation.org).

**COMPENSATION:** Salary and benefits are competitive and dependent upon prior experience.

**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.

**REASONABLE ACCOMMODATION LANGUAGE:** This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.