

# Clayton Municipal Schools

Clayton, New Mexico

*Together for Student Success*

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## Notice of Custodian Position

Clayton Municipal School District has an opening for a Custodian for the 2018-2019 school year.

**General Job Description:** Perform unskilled manual labor in the cleaning of interior and exterior of district buildings. Must maintain a sanitary environment for co-workers, students and the public. Perform minor repairs with hand tools and operate mechanical and non-mechanical equipment.

### **Essential Duties and Responsibilities:**

- Keep interior and exterior of building clean
- Perform minor repairs as needed
- Report need for more extensive repairs
- Keep restrooms, locker rooms, showers extra clean
- Stock supplies as needed
- Scrub, mop and polish floors
- Dust and polish furniture
- Wash inside and outside of window
- Clean walls, woodwork and lavatories
- Clean chalk/dry erase boards
- Empty trash and remove from building to dumpsters
- Pick up debris interior and exterior
- Snow removal from all outside entrances, stairs, sidewalks
- Placement of ice-melt after snow removal
- For events, set up and clean up
- Weed exterior of buildings and grounds
- Maintain lawns (water, mow, fertilize)
- Keep adequate supplies available
- Order supplies from Maintenance Department
- Other duties as deemed necessary by supervisor

**Qualifications:** High school diploma or GED; Current driver's license; ability to drive District maintenance vehicles; and experience in custodial work preferred.

Clayton Municipal Schools is committed to the philosophy of equal opportunity/equal access in all its employments, educational programs, activities and services and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, creed, religion, age, marital or parental status, mental or physical handicapping condition.

Clayton Municipal School District reserves the right to reject any and all applications.

Interested applicants please submit a letter of interest and completed application packet found on Clayton Municipal Schools' website at [www.claytonschools.us](http://www.claytonschools.us) to [stacy.diller@claytonschools.us](mailto:stacy.diller@claytonschools.us)