

Camp Coronado Custodian

Town of Bernalillo

Recruitment Period: Open Until Filled

Employment Date Range: June 7th, 2021 through August 6, 2021

Location: Bernalillo, New Mexico
Department: Recreation
Reports to: Recreation Supervisor
Classification: Seasonal

Position Hours: Temporary/ Full Time
FLSA status: Non-exempt
Hourly Range: \$10.50

We are looking for a responsible custodian to maintain and protect our facilities. The external and internal appearance of a building reflects on the Town. It is important for a custodian, to be careful and thorough in working, cleaning and tidying the premises, while keeping areas safe. The ideal candidate will be experienced in a custodian role focused on building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance jobs.

ESSENTIAL DUTIES

- Ensuring spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces, sweeping and mopping floors, vacuuming carpets, wiping mirrors
- Washing and sanitizing toilets, sinks and surfaces and restocking disposables
- Undertake occasional custodial and janitorial tasks (lifting heavy items, moving chairs etc.)
- Keeps building and property in clean and orderly condition.
- Scrubs, sanitizes, and supplies restroom facilities.
- Dusts furniture, walls, and equipment, cleans and polishes fixtures and furniture.
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Shampoos or steam-cleans carpets and rugs.
- Performs other duties as assigned

Custodian Qualifications / Skills:

- Knowledge of standard cleaning methods and procedures
- Ability to stand, walk, and bend for many hours
- Ability to perform repetitive motion for long periods of time
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions
- Background in handling, mixing, and using cleaning chemicals
- Knowledge of occupational hazards safety rules
- Communication skills
- Ability to lift heavy objects, climb ladders and work at particular heights

Education /Experience:

Must have a high school diploma or general education degree (GED). One (1) year of related experience is preferred.

Conditions of Employment:

Must possess and maintain a valid NM Driver License or NM Issued ID.
Must have excellent public relations and customer service skills.
Must be willing to work flexible hours
Must pass a criminal background check

Working Conditions:

Work is performed in an indoor and outdoor setting.

If interested, please submit your application to:

Maria Santillan
Human Resources Director
P.O. Box 638
Bernalillo, New Mexico 87004

Or by email to:

jobs@townofbernalillo.org

Or by fax to:

505-771-8626