

Job brief

We are looking for a responsible **custodian** to maintain and protect our facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian, or janitor, to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism.

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.

Requirements and skills

- Experience as custodian, janitor or in a similar role
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Very good physical condition and strength
- High school diploma / G.E.D. is preferred

Custodian responsibilities include:

- Ensuring spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
- Sweeping and mopping floors, Polishing Floors when needed
- Washing and sanitizing toilets, sinks and showers and restocking disposables
- Acknowledging the importance of cross-contamination hazards
- Wipe mirrors and windows
- Report minor/major damages
- Secure facilities after operating hours by locking doors, closing windows and setting up the alarm

Please provide the following documents when turning in your completed application.

1. **Certificate of Navajo Indian Blood (CNIB) to receive Navajo Preference.**
2. **Copy of Social Security**
3. **Copy of Valid State Driver License/ID**
4. **High school diploma / G.E.D**

SAN JUAN CHAPTER

Application Checklist:

Public Employment Program

1. _____ Completed Application:
2. _____ Driver's License:
3. _____ Social Security Card:
4. _____ CIB:
5. _____ Navajo Nation Voter Registration:

*****Incomplete Applications will NOT be accepted***



Documents Needed:
CIB & Social Security Card
ID or Driver's License
Must Be a San Juan Chapter Voter

San Juan Chapter

Employment Application – Custodian

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security Number: _____

Position Applied for: _____

Have you ever worked for San Juan Chapter? YES NO
☐ ☐ If yes, when? _____

Have you ever been convicted of a felony? YES NO
☐ ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____
☐ ☐

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
☐ ☐

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
☐ ☐

References

Please list three references who **are not related** to you

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____