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Board of Regents Chair

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College President

**SAN CARLOS APACHE COLLEGE
HUMAN RESOURCES**

1 San Carlos Ave., Bldg. 3
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San Carlos, Arizona 85550

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JOB POSTING

POSITION TITLE: Custodian

WORK LOCATION: San Carlos Apache College, All grounds in San Carlos, AZ

DEPARTMENT: Operations

REPORTS TO: VP of Operations

EMPLOYMENT STATUS: Regular Full-Time (Non-Exempt)

OPENED: January 13, 2026

DEADLINE: Open until filled

Description: San Carlos Apache College is seeking a dependable Custodian to help maintain the cleanliness and overall appearance of campus facilities. Under the supervision of the VP of Operations, this role involves cleaning and sanitizing interior spaces and assisting the groundskeeper with selected exterior areas such as building entrances, sidewalks, patios, and outdoor common areas. The Custodian helps ensure a safe, clean, and welcoming campus in accordance with College standards and procedures.

Minimum Qualifications:

- Three years of custodial or related experience is required; five years is preferred.
- High School Diploma or GED equivalent
- Current and valid driver's license

Essential Functions:

- Performs daily custodial cleaning duties throughout all assigned campus buildings including classrooms, offices, restrooms, laboratories, conference rooms, hallways, and common areas. Tasks include sweeping, mopping, scrubbing, and vacuuming floors and carpets and cleaning floor mats and entryways.

- Dusts, wipes, and washes walls, windows, desks, countertops, woodwork, furniture, fixtures, classroom equipment, and other surfaces to maintain a clean, orderly, and sanitary learning and work environment.
- Thoroughly cleans, sanitizes, and disinfects restrooms, locker rooms, and kitchen or break areas including toilets, sinks, floors, mirrors, countertops, appliances, and dispensers. Empties trash containers, replaces liners, and restocks paper products, soap, and other restroom supplies.
- Removes trash and recycling from every office, classroom, restroom, and common area on a daily or scheduled basis and ensures proper disposal according to college procedures.
- Works with the groundskeeper to maintain clean exterior areas, including sidewalks, building entrances, patios, and outdoor seating areas. Collects litter throughout the campus and cleans and sanitizes outdoor tables, benches, and other commonly used surfaces.
- Performs minor building maintenance and upkeep such as changing light bulbs, replacing air filters, tightening fixtures, basic repairs, and routine touch up painting as assigned.
- Sets up and breaks down classrooms, offices, and common areas for meetings, events, and college functions. Moves furniture, equipment, and supplies in and out of storage areas as needed.
- Maintains custodial closets and storage areas in a clean, organized, and safe condition. Tracks inventory of cleaning supplies, equipment, and materials, ensures proper storage and labeling, and notifies supervisor when supplies need to be reordered.
- Safely operates custodial equipment such as vacuums, floor scrubbers, buffers, carpet cleaners, and other cleaning tools. Uses cleaning chemicals according to safety guidelines and follows proper handling and disposal procedures.
- Keeps accurate daily cleaning logs and reports completed tasks, maintenance issues, safety hazards, vandalism, or damaged equipment to supervisors in a timely manner.
- Assists with emergency or special cleaning needs including spill response, deep cleaning, disinfection, or preparation of facilities during special events or public health situations.
- Provides custodial services across all San Carlos Apache College campus areas including WIOA, the Library, SCAC Finance, the School of Business and Economics (JM), SCAC Administration, and BIA building areas.
- Follows all San Carlos Apache College policies, safety regulations, and custodial standards and demonstrates professionalism and respect when working around students, faculty, staff, and visitors.
- Performs all other duties as assigned or requested.

Work Schedule

Work schedule: Normal work schedule is Monday-Friday 8:00 a.m. – 5:00 p.m.

The applicant may work beyond normal business hours to support college activities and may also be required to work weekends, evenings, and holidays.

Compensation:

\$41,600 to \$45,000

Benefits and Compensation:

We offer competitive pay and an attractive benefits package, including health, dental, and vision coverage, along with a 401(k) plan that includes an employer contribution.

How to Apply:

- Complete San Carlos Apache College application for employment.
- Resume
- Two (2) letters of recommendation dated within the last two years.
- Official Transcripts

Indian Preference:

Preference in hiring and promotion may be given in accordance with the Federal and Tribal Indian Preference Act. If claiming preference, a copy of a “Certificate of Indian Blood” is required (please attach). Subject first to our Indian Preference policy, San Carlos Apache College is an Equal Opportunity Employer (EOE).