

Naco Elementary School District

Maintenance and Custodial Position



Position: Open until Filled

Title: Maintenance and Custodial Position – Full-time

Location: Naco, Arizona

About Us:

Naco Elementary is an institution dedicated to providing high-quality education to K-8 students. We are committed to fostering a dynamic learning environment that empowers individuals to achieve their learning goals.

Job Description:

We are seeking dedicated individuals to join our team as Maintenance and Custodial Workers. In this role, you will be responsible for ensuring the cleanliness, safety, and functionality of our facilities. Your primary duties will include performing routine maintenance tasks, cleaning and sanitizing designated areas, and assisting with minor repairs as needed.

Responsibilities:

- Perform routine maintenance tasks such as replacing light bulbs, fixing minor plumbing issues, and repairing basic electrical faults.
- Clean and sanitize restrooms, kitchens, common areas, and office spaces according to established standards.
- Sweep, mop, vacuum, and polish floors.
- Empty trash receptacles and dispose of waste materials properly.
- Monitor building security and safety by performing tasks such as locking doors after operating hours and checking for unlocked windows.
- Assist with setting up facilities for meetings, events, and other gatherings.
- Notify management of any repairs that require outside contractors or specialists. Follow all health and safety regulations and guidelines.

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Requirements:

- Proven experience in custodial or maintenance roles preferred.
- Ability to handle basic repairs and maintenance tasks.
- Knowledge of cleaning chemicals and supplies.
- Physical stamina and strength to perform tasks that require lifting and moving heavy objects.
- Attention to detail and thoroughness in completing work tasks.
- Good communication skills and ability to work well independently as well as part of a team.
- High school diploma or equivalent preferred.

Benefits:

- Competitive hourly wage, \$15.00 to \$17.50– pending experience
- Health and retirement benefits
- 12 days of general leave per year
- Life Insurance, \$50,000.00

How to Apply:

- Complete our application– application is located on our website: naco.k12.az.us.
- Cover letter, resume, three letters of reference, and supporting documents
- **Email all documents to Rusty Taylor, Superintendent–** rtaylor@naco.k12.az.us.

Naco Elementary School District is an equal opportunity employer and welcomes candidates from all backgrounds to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.