



# **INSTITUTE OF AMERICAN INDIAN ARTS**

## **JOB DESCRIPTION**

**TITLE:** MAINTENANCE JANITORIAL & HOUSEKEEPING  
**DEPARTMENT:** FINANCE & ADMINISTRATION  
**CLASSIFICATION:** NON-EXEMPT  
**REPORTS TO:** FACILITIES MANAGER  
**SUPERVISES:** NONE

### **SUMMARY OF RESPONSIBILITIES**

Assists the Facilities Management in all aspects of janitorial maintenance and housekeeping of IAIA buildings and grounds.

### **ESSENTIAL POSITION FUNCTIONS**

- Shares responsibility for cleaning services and upkeep of the IAIA facilities and grounds, including janitorial maintenance, housekeeping and minor repairs.
- Operates housekeeping mechanical equipment.
- Assists in the upkeep of the IAIA classrooms, studios, offices and restrooms.
- Responsible for trash removal and general upkeep of the IAIA grounds.
- Removes trash and waste materials from classrooms, studios and other work area according to proper procedure.
- Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental, and infection control standards.
- Dusts furniture, work surfaces and office furniture systems.
- Sweeps and dust mops and vacuums floors.
- Polishes and cleans fixtures in all areas as needed. Wet mops rooms, halls, stairways, and public areas.
- Moves furniture pertaining to cleaning procedures.
- Buffs, strips, waxes and polishes floors, which includes stripping and refinishing hard-surfaced floors, spray buffing, bonnet-shampooing, and extraction of carpets.
- Performs cleaning procedures of classrooms, studios and multipurpose rooms and prepares rooms for next occupant.
- Participate in educational programs and in-service meetings.
- Performs other related duties as assigned or requested.
- Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental, and infection control standards.

### **REQUIRED EXPERIENCE, EDUCATION AND ABILITIES**

- High school diploma and experience with janitorial maintenance and housekeeping.
- Knowledge of basic safety procedures relating to building janitorial maintenance and the use of housekeeping tools and equipment.
- Knowledge in the proper operation of housekeeping mechanical equipment and other equipment as needed or the willingness and skill to be trained in the use of this equipment.
- Proven clean driving record and New Mexico driver's license.
- Ability to communicate clearly and effectively with all levels and with all people and groups.
- Adheres to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty.
- Ability to follow directions, adapt to changing work environments.

- Works respectfully with others; participates in pro-active problem solving.
- Ability to work with minimum supervision, complete jobs as assigned in a timely manner.
- Practices safe and responsible work habits to ensure own and others safety.

**WORKING CONDITIONS**

Occasional travel for meetings, conferences, and other events using personal vehicle or company vehicle.

This job description does not list all the duties of this position. Supervisors or managers may assign other instructions and duties. The job evaluation will include assessment of your performance as described herein.

Management has the right to revise this job description at any time. The job description is not a contract for employment.

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

IAIA PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

HR MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

REVISED 10/07