



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Maintenance/Custodian – Quechan Head Start Salary: \$18.00 per hour

Work Year: 40 hours/week 12-months

Opening: Monday, September 14, 2026

Closing: Friday, September 25, 2026

BASIC FUNCTION:

The Quechan Head Start Custodian reports to and works under direct supervision of the Head Start Program Manager. The Custodian will be responsible for all work and tasks that are necessary for the safe, efficient, clean maintenance and operation of the Quechan Head Start Center and grounds. The Custodian will be responsible for working with the Program Manager and staff to plan and design facility changes that will make the buildings/grounds more supportive to Head Start services and early childhood education.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our Management, Children, Parents, Co-workers, and others by being courteous, conscientious, and kind-spirited.

DUTIES & RESPONSIBILITIES:

- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal members, and all levels of staff and management.
- Completes all needed daily janitorial duties, including sweeping, mopping, vacuuming, and window cleaning. This includes the classrooms, multi-purpose room, cafeteria, restrooms, and offices.
- Assures compliance with annual Environmental Inspections conducted by the Indian Health Services.
- Does special cleaning of the multi-purpose room and any other areas that are planned for use before and after any Head Start activities.
- Complete all needed grounds maintenance duties, including mowing, trimming, watering, trash pickup, painting, and repairs.
- Supervise temporary workers or maintenance crews assigned (Summer program workers)
- Complete handyman-type repairs as assigned; this includes alterations, repairs, and additions to building, remodeling, and minor plumbing to all parts of Quechan Head Start facilities.
- Documents and completes property and supply inventory.
- Orders cleaning and janitorial supplies for the Quechan Head Start.

- Follows a daily janitorial cleaning schedule.
- Schedules and performs daily janitorial duties.
- Work varied schedules and hours to meet the needs of families, children, and parents.
- Position requires heavy lifting and climbing ladders.
- Attend training related to custodial work and the Environmental Protection Agency.
- Must be able to physically and mentally keep up with the job duties and skill requirements.
- Random drug testing
- Other related duties as assigned.

QUALIFICATIONS

- High School diplomas or GED.
- Must hold a valid Driver's license and be insurable under the Quechan Indian Tribe's insurance.
- Must be punctual, dependable, and not have a record of excessive work absences.
- Must complete FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- Must demonstrate strong work skills and ability to work without constant supervision.
- Must be able to maintain and operate custodial equipment and machines.
- Must have a yearly physical exam, including TB skin test and participate in required health training, and obtain and maintain CPR, First Aid, and Food Handlers.
- Must have a Fingerprint Clearance Card and Centralized Background Check.
- Ability to establish and maintain positive working relationships with employees, program participants, and the public.
- Must have a demonstrated ability to maintain confidential and sensitive information that protects confidentiality regarding Head Start Children and program matters.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

1888 San Pasqual School Rd.

Winterhaven, CA 92283

Telephone: (928)977-2727

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hadminassistant@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.