



**THE
NAVAJO
NATION**

TEESTO CHAPTER
P.O. BOX 7385 – Teesto CPU
Winslow, Arizona 86047
Phone: (928) 657-8042 – Fax: (928) 657-8046



“Saddle Butte Mountain”

VACANCY ANNOUNCEMENT

Public Employment Program (PEP) — FY2027

CUSTODIAN

Position Title	Custodian
Announcement No.	TC-PEP-FY27-09002
Number of Positions	One (1)
Status / Hours	Temporary, Part-Time – 20 hours per week; mornings hours required for chapter meetings and community events
Wage	\$12.59 per hour (as approved in the FY2027 PEP contract budget)
Program / Funding	Navajo Nation Public Employment Program (PEP) — FY2027 Contract
Term of Employment	On or about October 1, 2026 through September 24, 2027 (contingent upon FY2027 PEP contract award and funding availability)
Work Location	Teesto Chapter House, Teesto, Arizona, Navajo Nation
Reports To	Chapter Manager / Community Services Coordinator
Opening Date	September 10, 2026
Closing Date	September 22, 2026 at 5PM (DST)

POSITION SUMMARY

Under the supervision of the Chapter Manager, the Custodian performs cleaning, sanitation, set-up, and general upkeep of the Teesto Chapter House and chapter compound facilities and grounds, and assists in keeping chapter facilities safe, secure, and ready for public use.

DUTIES AND RESPONSIBILITIES

- Perform daily cleaning of offices, meeting hall, kitchen, restrooms, entryways, hallways, and windows, including sweeping, mopping, vacuuming, dusting, and disinfecting.
- Clean and restock restrooms; maintain sanitation standards for public-use facilities.
- Set up and take down tables, chairs, podiums, and equipment for chapter meetings, committee meetings, trainings, and community events; restore facilities after use.
- Collect and remove trash and recycling to the designated disposal site; maintain trash receptacles.
- Maintain grounds and exterior areas, including litter pick-up, sidewalk and entryway upkeep, snow and ice removal, and de-icing.
- Secure the facility: unlock and lock doors, turn lights on and off, and report unsecured doors, damage, or suspicious activity to the Chapter Manager.
- Inspect facilities and promptly report plumbing, electrical, heating and cooling, roofing, and other maintenance needs to the Chapter Manager.
- Monitor cleaning supplies and equipment; submit supply requests through the Chapter Manager in accordance with chapter procurement procedures.



RECEIVED

DT 9/10/26



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- Handle and store cleaning chemicals safely according to label and safety data sheet instructions; follow all safety requirements.

MINIMUM QUALIFICATIONS

- High school diploma or GED preferred; equivalent work experience will be considered.
- Knowledge of, or ability to learn, safe handling of cleaning chemicals and equipment.
- Physically able to stand and walk for extended periods, bend, kneel, climb a step ladder, and lift and carry up to fifty (50) pounds.

PREFERRED QUALIFICATIONS

- Prior custodial, janitorial, or facility maintenance experience.
- Ability to speak and understand Navajo.
- Basic general maintenance or handyman skills.

APPLICATION REQUIREMENTS

A complete application packet must include the following. Incomplete or late packets will not be considered.

- Completed Navajo Nation Chapter Employment Application (available at the Teesto Chapter House)
- Current resume listing work history, dates of employment, and references
- Copy of high school diploma, GED, or higher education transcripts/degree
- Copy of Certificate of Indian Blood (CIB) if claiming Navajo Preference
- Copy of valid state driver's license and a current 39-month Motor Vehicle Report (MVR)

HOW TO APPLY

Submit complete application packets to Clara Williams, Chapter Manager, by any of the following:

- Hand delivery: Teesto Chapter House, Monday–Friday, 8:00 a.m. – 5:00 p.m.
 - Mail: Teesto Chapter, P.O. Box 7385, Winslow, AZ 86047 (postmark not accepted in place of receipt by the closing date and time)
 - Email: cwilliams@nnchapters.org — all documents in a single PDF attachment
- For questions, contact the Teesto Chapter House at (928) 657-8042.

CONDITIONS OF EMPLOYMENT AND NOTICES

- Navajo Preference applies in accordance with the Navajo Preference in Employment Act, 15 N.N.C. § 601 et seq.
- Selection will be conducted under the Teesto Chapter Personnel Policies and Procedures (Five Management System — Personnel Management) and applicable Navajo Nation policies. Applicants will be screened by the Chapter's screening/interview committee; only those selected for interview will be contacted.
- This is a temporary, grant-funded position. Continued employment is contingent upon PEP contract award, funding availability, and satisfactory performance. Employment does not create a right to continued or permanent employment.
- Teesto Chapter is an Equal Opportunity Employer, subject to Navajo Preference

Posted by authority of the Teesto Chapter Administration — Clara Williams, Chapter Manager