

AANIHH NAKODA COLLEGE

JOB ANNOUNCEMENT

Custodian

Job Summary:

Performs custodial duties and minor repairs; assists in sanitation control and checks for safety hazards; supervised by Facilities Manager; not a supervisory position.

Duties:

1. Performs cleaning and janitorial duties such as, sweeping, vacuuming, or mopping (scrubs) hallways, stairs, offices, and classrooms; cleans white boards, dusts.
2. Limited grounds maintenance and minor repair work.
3. Performs cleaning and sanitizing of lavatories on a daily basis.
4. Keeps custodian room clean, neat and orderly; reports supply reorders to supervisor.
5. Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
6. Cleans snow and debris from sidewalks.
7. Mows lawn, trims shrubbery, and cultivates flowers, using hand tools and power tools.
8. Must be physically able to operate and maintain a floor burnisher, scrubber and buffer.
9. Assists physical facilities with other duties.

Requirements:

1. Must have a minimum of a high school diploma or official GED.
2. Must be willing to work evenings and weekends.
3. Must be able to perform a variety of physical duties: lifting, stooping, climbing and reaching.
4. Must be able to lift a minimum of 50 pounds.
6. Must possess a valid Montana Driver's License.
7. Must be mature, responsible individual with the ability to initiate and complete duties with minimal supervision.

Salary is based upon ANC salary scale.

Send: Letter of Application, current resume, three letters of reference/recommendation, copy of high school diploma or GED certificate to the Assistant to the President, Aaniih Nakoda College, PO Box 159, Harlem MT 59526.

Aaniih Nakoda College does not discriminate based on race, color, national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

Incomplete applications will NOT be considered.