

## *Operations Team Custodian*

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| <b>Position Title:</b>      | Operations Team Custodian  |
| <b>Department:</b>          | Holy Rosary Mission (Pastoral)   |
| <b>Location:</b>            | Kyle, Manderson, and Wanblee   |
| <b>Supervisor:</b>          | Operations Team Leader   |
| <b>Direct Subordinates:</b> | None   |
| <b>Status:</b>              | <b>Part-time</b> Hourly (25 hours per week)  |
| <b>Classification:</b>      | Non-Exempt   |
| <b>Schedule:</b>            | <b>Flex-schedule</b> - Evenings, weekends, and religious holiday hours may be required |

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**VISION**

*A Lakĥóta Catholic Community  
prayerfully walking with Jesus through  
grieving → healing → growing → thriving*

**MISSION**

*Experience Jesus Empowering Us  
Making Disciples  
Engaging our Community*

### **Position Summary**

The Operations Team Custodian is responsible for ensuring clean, safe, and functional buildings and grounds for staff, parishioners, and wider community members who utilize our facilities. The person is responsible for providing coordinated janitorial services and light maintenance within their assigned church(s), hall(s), and other buildings that may be located on their assigned church property(ies) as well as maintaining the church grounds. Sets up and takes down for meetings, activities, and hall rentals. Reporting to the Operations Team Leader, the custodian is a member of our Reservation wide Operations Team.

### **I. RESPONSIBILITIES AND DUTIES:**

#### **A. Custodial Duties as a Member of the Operations Team**

1. Ensure the cleanliness and safety of buildings.
  - a) Complete daily rounds/inspections to check the building and grounds for damages and specific areas in need of immediate cleaning.
    - (1) Report damage or areas of concern to the Operations Team Leader.
  - b) Regularly dust mop, vacuum, and wet mop churches, church halls, kitchens, classrooms, hallways, bathrooms, drinking fountains, offices, entrances, etc.
  - c) Maintain wood furnishings, polishing, collection & disposal of garbage, and wash windows in churches, church halls, kitchens, classrooms, hallways, bathrooms, drinking fountains, offices, entrances, etc. by maintaining
  - d) Restock restroom paper and soap supplies.
2. Maintain the cleanliness and safety of the church grounds.
  - a) Pick up trash and debris.
  - b) Inspects and cleans walls with graffiti and markings, as needed.

- c) Performs yard work, e.g. mowing/edging, raking, weeding, pruning, flower beds, etc.
  - d) Performs snow removal and salts sidewalks, as needed.
- 3. Maintain building and equipment in state of repair to provide continuous, effective operation.
  - a) Performs scheduled monthly, semi-annual, and annual custodial duties (i.e. changing of filters, floor scrubbing and waxing, painting, window washing, carpet cleaning, etc.).
  - b) Performs light duty maintenance, as needed (e.g. replacing ballasts, light bulbs, valves, etc.).
  - c) Performs basic routine repairs
  - d) Meets all inspectors and contractors on their visits and gives them access to needed areas of buildings and/or grounds.
- 4. Work with the Operations team to administer church hall rentals.
  - a) Open and close the building for assigned events.
  - b) Ensure that the areas in use for the event, including restrooms, are stocked with supplies and remain stocked throughout the event.
  - c) After the rental, inspect the rental area for damages or missing items and report any findings to the proper operations team member.
  - d) Setup and take down tables, chairs, and other items needed for the rental or event. Ensure proper storage of equipment after the event.
- 5. Drive assigned vehicle to dispose of trash and other items, as needed.
- 6. Other duties as assigned by the Operations Team Leader.

**B. Administrative Duties as a Member of the Operations Team**

- 1. Complete paper/computer work (e.g. timeclock, logbooks, order forms, etc.)
- 2. Use the building(s) Google calendar to plan setup and take down for activities and events.
- 3. Ensure hall rental records and fees are accurate and secured in a locked cabinet until handed over to the Operations Team.
- 4. Work with the Operations Team to maintain organized storage rooms and inventory of cleaning supplies/equipment. Notify Operations Team of needed repairs and supplies.
- 5. Annual Professional Enrichment:
  - a) Meet regularly throughout the year with the supervisor for ongoing feedback and support, including at least one formal performance appraisal session, for reflection on mutually agreed upon goals and objectives in work.
  - b) Participate in Maḥpíya Lúta | Red Cloud employee activities, including Mission Orientation and Mission in Motions.
- 6. Uphold the norms, policies, and procedures Maḥpíya Lúta |Red Cloud.
- 7. Other duties as assigned by the Operations Team Leader.

**C. Teamwork Duties of the Operations Team**

- 1. Collaborate with the Operations Team Leader and Team Associates , functioning as a cohesive group to implement the Lakhóta Catholic community's vision, mission, and goals.

2. Join any assigned Operations Team meetings in order to ensure a cohesive team environment for implementing the mission.
3. Other duties as assigned by the Operations Team Leader.

## **II. POSITION SPECIFICATIONS:**

### **A. Required Education and Skills:**

1. Demonstrate a work history that reflects a steady and reliable worker
2. Experience in custodial and/or grounds-keeping
3. Ability to operate cleaning equipment, including: a floor burnisher, carpet cleaning equipment and equipment for yard-work
4. Simple repair and maintenance skills
5. The ability to read and follow written instructions, take direction, and work independently with minimal supervision to complete assigned tasks.
6. Collaborative approach with staff, volunteers, and community members using the building
7. Ability to use the computer for basic tasks (e.g., time clock, read and respond to email, check Google calendar, etc.)
8. Ability and willingness to **travel** and work flexible hours, including work evenings and weekends
9. A working phone number
10. Reliable transportation
11. A valid driver license

### **B. Physical requirements:**

1. Ability to walk, stand, crouch, and climb to perform cleaning duties. (70%)
2. Ability to lift and move banquet tables and chairs or other cleaning equipment, to perform duties. (25%)
3. Ability to use ladders and other tools to perform routine maintenance duties. (5%)
4. Ability to lift up to 30 lbs or more frequently. (10%)
5. Vision (with correction) sufficient for reading instructions. (<2.5%)
6. Ability to sit at a desk to use the assigned computer/office equipment to meet administrative requirements. (<2.5%)

### **To Apply**

#### **Send completed application to**

**Brenda Bad Heart Bull**, Executive Director of Human Resources

Mahpiya Luta/Red Cloud

100 Mission Drive

Pine Ridge, SD 57770

[brendabhb@mahpiyaluta.org](mailto:brendabhb@mahpiyaluta.org)