

Operations Team Janitor

Position Title:	Operations Team Janitor
Department:	Holy Rosary Mission (Pastoral)
Location:	Oglala - Our Lady of the Sioux
Supervisor:	Operations Team Leader
Direct Subordinates:	None
Status:	Part-time Hourly (20 hours per week)
Classification:	Non-Exempt
Schedule:	Flex-schedule - Evenings, weekends, and religious holiday hours required

VISION

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

MISSION

*Experience Jesus Empowering Us
Making Disciples
Engaging our Community*

Position Summary

The position of the Operations Team Janitor is assigned to a church site and performs all duties under the direction of the Operations Team Leader. The Operations Team Janitor is responsible for ensuring a clean and functional building for staff, parishioners, and community members who utilize the church buildings and grounds. Reporting to the Operations Team Leader, the janitor is a member of our Reservation wide Operations Team.

I. RESPONSIBILITIES AND DUTIES:

A. Janitorial Duties

1. Clean the interior of church and hall buildings including floors, carpet, rugs, windows, and walls.
 - a) Vacuum, sweep, and mop floors
 - b) Cleans, sanitizes, and stocks restrooms.
 - c) Wash and clean windows and mirrors
 - d) Disinfect commonly used items like desks, door handles, office tools and phones
 - e) Empty trash and recycling bins
2. Work with the Operations Team to set up and clean up the church halls for events and activities.
 - 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 rentals, events, and activities. Ensure proper storage of equipment after the event.

3. 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) Removes debris from sidewalks.
 - e) Performs snow removal and salts sidewalks, as needed.
 4. Perform scheduled monthly, semi-annual, and annual custodial duties (i.e. changing of filters, floor scrubbing and waxing, painting, window washing, carpet cleaning, etc.).
 5. Performs light duty maintenance, as needed (e.g. replacing light bulbs)
 6. Report any maintenance or repair needs to the Operations Team Leader.
 7. Other duties as assigned by the Operations Team Leader.
- B. Administrative Duties as a Member of the Operations Team
1. Complete some light paperwork and computer work (e.g. timeclock, logbooks, order forms, etc.)
 2. Use the Google calendar to plan setup and cleaning for activities and events.
 3. Ensure hall rental records and fees are accurate and secured appropriately.
 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
1. Collaborate, as directed by the Operations Team Leader, with other Team Leaders and Team Associates to ensure weekly food bags are assembled and ready for distribution for the community outreach program.
 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 janitorial 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 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, Vice President for Human Resources

Mahpiya Luta/Red Cloud

100 Mission Drive

Pine Ridge, SD 57770

brendabh@mahpiyaluta.org