

MAŃPIYA LÚTA

RED CLOUD

Field House Custodian

Supervisor: Custodian Supervisor

Status: Full Time

Classification: Non Exempt

Written by: Vice President of Facilities

Mission

MaŃpiya Lúta embraces LakŃota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, LakŃota language, art, and culture. ML includes two elementary schools, a high school, Heritage Center, and six parishes on Pine Ridge Indian Reservation in SW South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, creating leaders of tomorrow with competence, conscience and compassion.

SUMMARY: Under general supervision, performs a wide variety of cleaning duties in order to provide a clean, orderly and safe environment for students, staff and visitors; and perform related work as required.

SCOPE: This is a full time position to clean the field house throughout the year, specifically during after school practice and field house sporting events. The typical tour of duty will be after hours and weekends with limited supervision.

The custodian performs minor maintenance and cleaning duties in and around the field house gymnasium; responds to emergency calls for cleaning service; implements setup and takedown for field house events; works closely with coaches, students and the general public to meet the custodial needs of the field house and resolves issues to ensure efficient and safe operations. The custodian is expected to assist at other buildings as requested.

KEY DUTIES AND RESPONSIBILITIES:

- Arranges tables, chairs, furnishings and equipment for the purpose of providing adequate preparations for practice and field house events.
- Cleans the field house for the purpose of maintaining a sanitary, safe and attractive environment.
- Communicates with site personnel and students on the safety issues, information and direction regarding activities and in the use of equipment and proper maintenance regarding the facility.
- Inspects school facilities for the purpose of ensuring that the site meets standards for safety and cleanliness, and/or identifying vandalism, equipment breakage, weather damage, etc.

- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) to ensure the availability of items required to properly maintain the facilities.
- Performs specialized cleanings as directed of the facilities.
- Prepares the site for daily operations (e.g. unlocking doors, cleaning walkways, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes locker and restroom supplies ensuring adequate quantities are available for daily use.
- Responds to requests from staff, students, parents, and/or visitors in a timely and appropriate manner.
- Secures facilities and grounds (e.g. doors, alarms, lights, etc.) to minimize property damage, equipment loss and/or potential liability.
- Supports other campus housekeeping, janitor, custodial and maintenance staff as needed.
- Provide custodial services at field house events outside of normal school hours.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective operation of the organization.

JOB REQUIREMENTS:

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial/institutional settings including electrical cleaning equipment, common tools, etc. and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions and percents, read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial/institutional cleaning and safety practices and procedures.

ABILITY is required to schedule activities and use job-related equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions. Must have the ability to communicate via email and use shared calendars.

PHYSICAL QUALIFICATIONS

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting (50 pounds), carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling and crouching. Generally the job requires 5% sitting, 75% walking and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

EXPERIENCE

Prior industrial/institutional custodial experience is desired.
Prefer a minimum of 1 year of proven successful experience.

EDUCATION

A high school diploma or equivalent.

To Apply:

Interested individuals can send a completed application to:

Brenda Bad heart Bull, VP of HR

Mahpiya Luta | Red Cloud

100 Mission Drive,

Pine Ridge SD 57770

brendabhb@mahpiyaluta.org