



General Custodian

Supervisor: Custodial Supervisor
Status: Full- Time
Classification: Non-Exempt
Written by: Vice President of Facilities
Approved by: VP of Facilities

Mission:

Maŋpíya Lúta embraces Lakḥota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, Lakḥota language, art, and culture. ML/RC 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, ML/RC 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 custodial and maintenance duties in order to provide a clean, orderly and safe environment for students, staff and visitors; and perform related work as required.

SCOPE: The custodian performs custodial and maintenance duties in all buildings with scheduled hours to cover evening and Friday events such as after school programs, parent teacher conferences, and professional development. The custodian is expected to assist at other buildings as requested. Primary duties include: troubleshoots, performs minor repairs and responds to emergency calls for service; implements setup and takedown for a wide variety of school events; works closely with employees, students and the general public to meet the custodial needs of the facilities and grounds; and resolves issues to ensure efficient and safe operations.

KEY DUTIES AND RESPONSIBILITIES:

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, field house, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.

- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within the site.
- 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 minor job related maintenance on custodial equipment, classroom furniture and fixtures to ensure proper functioning and usability of items.
- Performs minor maintenance and repairs (e.g. changing light bulbs and covers, unclogging drains, sinks, toilets and performing other minor plumbing and electrical repairs, etc.) to ensure a proper working and operational facility.
- Performs specialized semi-annual and annual cleanings 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 classroom and restroom supplies ensuring adequate quantities are available for daily use.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) and takes appropriate action to resolve the issue.
- 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 custodial and maintenance staff as needed.
- Provide custodial services at school events outside of normal hours.
- Launders dust mops, mop heads, and other cleaning items weekly and returns clean items to their respective original location.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective operation of the organization.
- Other duties as assigned.

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.

In general, the custodian will use the summer months to thoroughly clean and refinish assigned buildings. There will also be various maintenance projects that will need to be completed.

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 and maintenance experience is desired.
Prefer a minimum of 1 year of proven successful experience.

EDUCATION

A high school diploma or equivalent.

Wage: \$14.00 to \$16.86 depending on experience.

To Apply:

Send application and resume to

Brenda Bad Heart Bull, Vice President of Human Resources

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