

MAĤPÍYA LÚTA

RED CLOUD

General Custodian

Position Title: General Custodian
Department: Facilities
Location: Mahpiya Luta Red Cloud
Supervisor: Custodian Supervisor
Status: Full Time
Classification: Non Exempt
Written by: Vice President of Facilities
Approved by: VP of Facilities

Mission:

Maĥpíya Lúta embraces Lakĥota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, Lakĥota 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, RCIS aims to educate both the mind and the heart of its students, creating leaders of tomorrow with competence, conscience and compassion.

SUMMARY: The General Custodian position cleans and maintains all buildings and grounds across all Mahpiya Luta campuses according to the buildings schedules. The position also assists the Mobile Custodian and Chatku Arts Center General Custodian to cover cleaning requests outside of normal business hours. Reports to the Custodial Supervisor and performs a variety of cleaning and minor maintenance duties in order to provide a clean, safe and functional environment for students, staff, renters, visitors and the general public.

SCOPE: The General Custodian performs custodial and maintenance duties in all buildings with scheduled hours to cover evening and weekend events such as after school programs, parent teacher conferences, professional development, mass, wakes, funerals, events and meetings. 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 events; works closely with other custodians, staff, students and the general public to meet the custodial needs of the facilities and grounds; and resolves issues to ensure efficient and safe operations. Reports directly to the Custodial Supervisor.

RESPONSIBILITIES AND DUTIES:

Custodial Duties

- Complete daily rounds/inspections to check the building and grounds for damages and specific areas in need of immediate cleaning. Report areas of concern to the Custodial Supervisor. Enter maintenance requests for all repairs.
- Maintain cleaning equipment in working order. Check equipment before and after use. Report repairs to the Custodial Supervisor. Replace filters as scheduled. Clean and empty equipment after each use.
- Regularly sweep, dust mop, vacuum, wet mop and floor scrub interiors of buildings.
- Clean and sanitize kitchens, restrooms, drinking fountains, and frequently touched surfaces.
- Maintain wood furnishings, including polishing.
- Collection & disposal of garbage.
- Wash windows and other glass or solid surfaces with appropriate cleaner.
- Restock restroom supplies such as toilet paper, paper towels and soap.
- Launder dust mops, mop heads, and other cleaning items weekly and return clean items to their respective original location.
- Arranges furnishings and equipment for the purpose of providing adequate preparations for events, meetings, classroom activities, sports, mass, wakes and funerals.
- Perform assigned scheduled cleaning such as floor refinishing and waxing, window washing, carpet cleaning, washing equipment, etc.

Maintain Grounds.

- Pick up trash and debris.
- Inspect and clean walls with graffiti and markings, as needed.
- Perform yard work, such as mowing/edging, raking, weeding, pruning, flower beds, etc.
- Perform snow removal and sand/salts sidewalks, as needed.
- Maintain building and equipment in state of repair to provide continuous, effective operation.
- Perform minor maintenance, as needed (e.g. changing filters, painting, replacing ballasts, light bulbs, valves, etc.).
- Perform minor repairs
- Meets all inspectors and contractors on their visits and gives them access to needed areas of buildings and/or grounds.
- 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 others 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 custodial and maintenance staff as needed.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective operation of the organization.

Building Rental Duties

- Review building calendars for scheduled activities
- Open and close the building for assigned events.
- Ensure that the areas in use for the event, including restrooms, are stocked with supplies and remain stocked throughout the event.
- After the rental, inspect the rental area for damages or missing items and report any findings to the Custodial Supervisor.
- Setup and take down tables, chairs, and other items needed for the rental or event. Ensure proper storage of equipment after the event.

Administrative Duties

- Complete paper/computer work (e.g. timeclock, logbooks, order forms, etc.)
- Communicate with the Custodial Supervisor for all supplies, equipment, needs, questions or concerns.
- Use the building(s) Google calendar to plan setup and take down for activities and events.
- If encountered, ensure hall rental records and fees are accurate and secured in a locked cabinet until handed over to the Operations Team.
- Maintain organized storage rooms and inventory of cleaning supplies/equipment. Notify the Custodial Supervisor of needed repairs and supplies.
- Meet regularly throughout the year with the Custodial 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.
- Participate in Maŋpiya Lúta | Red Cloud employee activities, including Mission Orientation and Mission in Motions.
- Uphold the policies, and procedures Maŋpiya Lúta |Red Cloud.

Drive assigned vehicles to designated facilities. Report vehicle maintenance needed to the Custodial Supervisor.

Dispose of trash and other items offsite, as needed.

Other duties as assigned by the Custodial Supervisor.

POSITION REQUIREMENTS:

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, minor maintenance and safety practices and procedures.

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 cleaning equipment, common tools, etc.; adhering to safety practices.

ABILITIES are 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.

- Ability to operate cleaning equipment, including: a floor scrubber, floor burnisher, carpet cleaning equipment and equipment for yard-work
- Ability to drive assigned vehicles for travel
- Ability to use the computer for basic tasks (e.g., time clock, read and respond to email, check Google calendar, etc.)
- The ability to read and follow written instructions, take direction, and work independently with minimal supervision to complete assigned tasks.

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. Vision (with correction) sufficient for reading instructions. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

EXPERIENCE

Experience in janitorial, custodial and/or groundskeeping

Prior industrial/institutional custodial and maintenance or groundskeeping experience is desired.

Prefer a minimum of 1 year of proven successful experience cleaning.

EDUCATION

A high school diploma or equivalent.

OTHER REQUIREMENTS

A working phone number

Reliable transportation

A valid driver license

This full time position is Open Until Filled

Starting wage \$15.00/hr depending on experience