AANIIH NAKODA COLLEGE
JOB DESCRIPTION

JOB TITLE: Custodian
DEPARTMENT: Facilities

PERFORMANCE DESCRIPTION: Performs custodial duties and minor repairs; utilizing sanitation control and checks for safety hazards; supervised by Facilities Manager; not a supervisory position.

PERFORMANCE OBJECTIVES:
Duties:
- Performs cleaning and janitorial duties such as, sweeping, vacuuming, and mopping (scrubs) hallways, stairs, offices, and classrooms; cleans white boards, dusts.
- Limited grounds maintenance and minor repair work.
- Performs cleaning and sanitizing of lavatories on a daily basis.
- Keeps custodian room clean, neat and orderly; reports supply reorders to supervisor.
- Notifies supervisor when campus buildings, ground and/or vehicles need for repairs or additions to lighting, heating, and ventilating equipment.
- Responsible for removal of snow and debris from sidewalks.
- Maintains lawns, trims shrubbery, and cultivates flowers, using riding mowers, hand tools and power tools.
- Must be physically able to operate and maintain a floor scrubber and buffer.
- Must be willing to assist with other facilities duties not listed here.

QUALIFICATIONS:
Requirements:
- Must have a minimum of a high school diploma or official GED.
- Must be willing to work evenings and weekends.
- Must be able to perform a variety of physical duties: lifting, stooping, climbing and reaching.
- Must be able to lift a minimum of 50 pounds.
- Must possess a valid Montana Driver’s License.
- Must be mature, responsible individual with the ability to initiate and complete duties with minimal supervision.

Salary According to the ANC Salary Scale; commensurate with experience and qualifications.

Submit to apply: 1) Letter of Application; 2) Current Resume; 3) Official High School Transcript or HiSET (formerly GED) document; 4) Three current letters of recommendations; please have letters of recommendation correlate with the job you are applying for. Please send application to Aaniiih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information call 406-353-2607 x 3901 or mbrockie@ancollege.edu. Anticipated start date: As soon as possible. Open until filled. Incomplete applications will not be considered.

Aaniiih Nakoda College does not discriminate based on race, color, national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

Revised January 2022/WG/mb; Revised April 2022/MB