

**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.