

POSITION ANNOUNCEMENT
Temporary Custodian/Covid19 Security Worker

Job Summary:

Performs custodial duties; assists in sanitation control and checks for Covid19 safety hazards and other duties that apply to sanitation and custodial work; supervised by Facilities Manager; not a supervisory position.

Duties:

1. Performs cleaning and janitorial duties such as, sweeping, vacuuming, or mopping (scrubs) hallways, stairs, offices, and classrooms; cleans white boards, dusts, wiping down high traffic areas.
2. Limited grounds maintenance.
3. Performs cleaning and sanitizing of classrooms and lobbies on a minimum of a daily basis.
4. Performs cleaning and sanitizing of lavatories on a minimum of semi-daily basis.
5. Keeps custodian room clean, neat and orderly, reports supply reorders to supervisor.
6. Ensures ANC Covid19 safety measures are in place and adequately supplied. Reports to supervisor if any issues of noncompliance or safety arise.
7. Ensures ANC Facilities are secure and maintaining Covid19 restrictions.
8. Notifies management within 24 hours in writing upon finding there is a need for major repairs or additions to lighting, heating, and ventilating equipment.
9. Cleans snow and debris from sidewalks.
10. Mows lawn, trims shrubbery, and cultivates flowers, using hand tools and power tools.
11. Must be physically able to operate and maintain a floor burnisher, scrubber and buffer.
12. Assists Facilities Staff with other duties.

Requirements:

1. Must have a minimum of a high school diploma or official GED.
2. Must be willing to work flexible hours.
3. Must be able to perform a variety of physical duties: lifting, stooping, climbing and reaching.
4. Must be able to lift a minimum of 50 pounds.
5. Must possess a valid Montana Driver's License.
6. Must be mature, responsible individual with the ability to initiate and complete duties with minimal supervision.
7. Must be able to pass a background check.

Hours to be determined. Minimum of 20 per week, maximum of 40. This position is temporary based upon funding available. Pay rate is determined by ANC salary scale. For more information contact Assistant to the President at 406-353-2607 or mbrockie@ancollege.edu.

Send: Letter of Application, current resume, copy of high school diploma or GED certificate to the Assistant to the President, Aaniiih Nakoda College, PO Box 159, Harlem MT 59526. 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.

July 29, 2020/wg/mb
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