

NORTHERN CHEYENNE TRIBE
*****JOB ADVERTISEMENT*****
HEAD START PROGRAM

POSITION: Custodian

SALARY: \$ 11.85 P/H

SUPERVISOR: Facilities Manager

OPENING DATE: 11/2/18

CLOSING DATE: 11/9/18

HOW TO APPLY:

Submit the following documents:

- 1) A current Northern Cheyenne Tribal application.
- 2) Copy of Photo ID and Social Security Card.
- 3) A copy of High School Diploma or GED is required.
- 4) At least one year custodial or related work experience.
- 5) Drug testing and fingerprinting required upon hire.
- 6) Copy of current proof of a physical examination, TB Test and Hepatitis B vaccination and Immunization form.
- 7) Must sign a notarized release of information for background check and submit a \$10.00 money order for the Northern Cheyenne Tribe's Court to Head Start.

Please turn completed application into Northern Cheyenne Tribe's Human Resource Director.

Do not turn application and documents into Head Start Office.

Incomplete applications will not be considered.

SUMMARY OF WORK:

To provide custodial and minor maintenance for Head Start facilities; classrooms, offices, bathrooms, common areas and utilities areas. Repair equipment, fixtures, and materials for the facility and grounds. Follow health and safety procedures and perform safety inspections and checklists to ensure facility and grounds are hazard free.

JOB REQUIREMENTS:

Knowledge: The position requires the general knowledge of working effectively and appropriately with others. Knowledge to read and follow detailed written and verbal instructions.

Skills: This position requires communication skills, the use of various chemical and cleaning agents.

Abilities: This position requires the ability to use mechanical equipment, such as carpet cleaner, floor scrubber, vacuum, tools, lawn mowers, riding lawn mowers, weed eaters, and hand tools; shovels, rakes, hoses, etc. The ability to work independently with minimal supervision. The daily lifting up to 50 lbs. to load and transport bulk supplies, furniture, fixtures, etc. Occasional lifting of 70 lbs., with assistance. The ability to stand for periods of several hours while executing various tasks. Regular crouching, bending, twisting, stooping, and kneeling, to facilitate various repairs and maintenance activities. Includes occasional ladder climbing and crawling under equipment building, etc. Regular reaching, including over-head to stock and

retrieve supplies, equipment, painting, repairs, etc. Also the ability to record keeping, schedules, checklists.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED.
- Possess a Valid Montana Driver's License.
- At least one year custodial or related work experience.
- Must have scheduling flexibility to include availability to perform occasional emergency services outside of assigned work hours.
- Pass an annual physical exam and TB skin test.
- Must have experience in cleaning and using janitorial supplies.
- Must be able to lift up to 50 lbs.