

# NORTHERN CHEYENNE TRIBAL SCHOOL ADVERTISEMENT

**POSITION:** PT OPEN GYM ASSISTANT

**RATE OF PAY:** \$ DOE

**WORKSTATION:** NCTS GYM

**SUPERVISOR:** Athletic Director

**OPENING DATE:** February 28, 2018      **CLOSING DATE:** OPEN UNTIL FILLED

**HOW TO APPLY:** Submit completed NCTS application, current resume, and three (3) letters of recommendation (dated within one year) to Northern Cheyenne Tribal School Human Resource, Box 150 Busby Mt. 59016.

**DEFINITION:** THIS IS A PART TIME-SEASONAL JOB, LIMITED TO 20 HOURS A PAYPERIOD.

Under general supervision of the Athletic Director, performs a variety of custodial duties. Responsibilities include, but may not be limited to, tasks required to maintain the cleanliness, good order, sanitary and secure the NCTS Gymnasium. Incumbents must be capable of working reliably and independently to carry out assigned tasks and work schedules. NOTE: Alternate hours structure for night as primary assignment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Sweeping, mopping, dusting.
- Washes (cleans windows, walls, floors).
- Picks up paper and other debris, empties and cleans trash receptacles.

## **QUALIFICATIONS GUIDE**

**Ability to:**

- Understand and carry out both written and oral instructions.
- Perform heavy physical labor, climb ladders and work in confined spaces.
- Maintain work schedules in the performance of cleaning tasks.
- Read or recognize cleaning chemical labels.

- Properly select, mix and apply cleaning agents appropriate to the task.
- Maintain cooperative working relationships and harmony within the workplace.

**Training and Experience:**

- Equivalent to completion of the twelfth grade; six months experience in custodial field and the ability to demonstrate knowledge of custodial procedures, equipment and cleaning products; any combination of training and experience which may be equivalent to, or provide the desired level of knowledge and skill.

**Physical Condition:**

- Good physical condition is determined by pre and post employment examinations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.