

SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu 701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled POSITION TITLE: Custodian

LOCATION: Sitting Bull College

Fort Yates, ND

SALARY: Support Staff (Non-Exempt)

(\$31,200-37,200) DOE

SUPERVISION: Facilities Director

SUMMARY OF WORK:

Responsible for cleaning college buildings, including emptying trash, sweeping, scrubbing floors, dusting, and any other routine cleaning duties during evening hours.

DUTIES AND RESPONSIBILITIES:

- 1. Empties all garbage in all offices, classrooms and in public areas daily.
- 2. Wipes all tables in classroom and cleans all marker boards and erasers in classrooms daily.
- 3. Scrubs and cleans all restrooms thoroughly daily; replenish tissue, paper towels and soap as needed.
- 4. Vacuums all carpeted areas in classrooms, offices and hallways weekly.
- 5. Shampoos carpets as needed or requested in classrooms, offices and hallways.
- 6. Dust mops and wet mops all floors in classrooms, hallways and public areas weekly, more often if needed.
- 7. Dusts all general public areas such as furniture, windowsills, etc. weekly.
- 8. Shake out rugs and vacuum daily.
- 9. Cleans all doors and doors both inside and outside weekly.
- 10. Assures that all doors are locked and security alarms are set daily.
- 11. Assist as needed in maintaining interior and exterior appearance of building, including painting, lawn mowing and raking, snow removal and picking up garbage, lights, air vent etc.
- 12. Empty vestibule and exterior trash receptacles weekly on as needed including cigarette receptacles.
- 13. Informs supervisor of any damages or needed repairs.
- 14. Perform other duties as assigned by the Facilities Director.
- 15. Must communicate effectively with others.
- 16. Provide friendly, helpful customer service to students, clients and visitors.
- 17. Promote and participate in student and community activities (i.e. clubs, AIHEC, cultural events, volunteerism).
- 18. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

- 1. Must possess a high school diploma or GED.
- 2. Must possess a valid driver's license.
- 3. Experience in janitorial work is a must.

New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA * EEO * M * F * B Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered