



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

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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