



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

[www.sittingbull.edu](http://www.sittingbull.edu)

701.854.8000

### EMPLOYMENT OPPORTUNITIES

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**Closing Date:** Until Filled  
**POSITION TITLE:** Lead Custodian  
**LOCATION:** Sitting Bull College  
Fort Yates, ND  
**SALARY:** Administrative, Level 1  
(\$30,000-\$36,000)  
**SUPERVISION:** Facilities Director

#### SUMMARY OF WORK:

Responsible for overall cleanliness and sanitation of all facilities including repairs, general upkeep of exterior and grounds keeping duties for whole campus.

#### DUTIES AND RESPONSIBILITIES:

1. Supervises the custodial maintenance of all campus buildings.
2. Prepares work schedules for personnel under supervision and coordinates cleaning assignments as needed.
3. Moves offices, furniture as needed for cleaning.
4. Sets up furniture and chairs for meetings, etc. as needed.
5. Mows lawns and trims all outside areas of campus as needed.
6. Removes snow and ice on sidewalks, parking lots, etc. as needed.
7. Assist in ordering and maintaining custodial supplies and material as assigned.
8. Maintain attractive interior and exterior appearance of all buildings; i.e. picking up trash, broken glass, removing weeds, clean areas around dumpsters clean, etc.
9. Maintains all custodial and maintenance equipment; inform facilities director of repairs needed.
10. Perform custodial duties in the absence of another custodian.
11. Performs minor repairs to building fixtures and equipment.
12. May utilize a computer or computer terminal as assigned.
13. Assists Facilities Director with campus equipment needs assessment; i.e. repair and replacement on an annual basis.
14. Other duties as assigned by 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. High School Diploma or equivalent.
2. More than one year of experience in custodial work required with supervisory experience preferred.
3. Must possess valid driver's license.
4. Must pass criminal background check required for hire.

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**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**