



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled
Position Title: Sanitation Aid (Temporary Part-time) ending June 30, 2022
Location: Immersion Nest
 Sitting Bull College, Fort Yates, ND
Salary: Support Staff Level IV
 (\$15.00 per hour) No Benefits
Supervision: Wichakini Financial Manager /Kampus Kids Learning Center Director

SUMMARY OF WORK:

Responsible for cleaning, sanitizing, and disinfecting items, clothing and other textiles, surfaces, activity centers, and performing other routine cleaning duties in the Nest’s Lakota language immersion classrooms and common spaces during and immediately following the school day.

DUTIES AND RESPONSIBILITIES:

1. In the assigned classroom(s), clean, sanitize, and/or disinfect toys and materials handled by children at cleaning station, returning items to proper location when dry.
2. Clean, sanitize, and/or disinfect countertops, cabinet surfaces, mixed use tables, high chairs, activity centers, chairs, door and cabinet handles, entry buttons, light switches, and other identified objects according to the Nest protocol.
3. Clean (sweep and/or mop) floors and rubber floor mats as needed and/or at the end of the day.
4. Clean and sanitize electronic equipment (CD player, computers, monitors, two-way radios, etc.), and wall phone/intercom receivers after use, per the Nest protocol.
5. Wash sheets, pillow cases, blankets, soiled clothing and outerwear, face masks, and cleaning cloths daily according to the Nest protocol. Fold clean items and return to proper classroom or location.
6. During the day, clean and disinfect classroom potty chairs/ toilets after use as needed.
7. Clean and disinfect handwashing sinks and faucets as needed and at the end of the day.
8. Maintain daily temperature log on classroom refrigerators, checking for appropriate, safe temperature; monitor contents’ expiration dates. Clean on a monthly schedule as required by the Nest and USDA protocol or as needed.
9. Become well-informed about SBC-approved cleaning/sanitizing/disinfecting supplies to use according to manufacturers’ directions. Store supplies in proper location per manufacturers’ directions and out of reach of children.
10. Wear proper Personal Protective Equipment to complete assigned tasks.
11. Maintain work/cleaning stations and Nest laundry room in neat, clean condition.
12. Inform supervisor when cleaning supplies/paper products (paper towels, toilet paper, etc.) are in low supply and/or mounted dispensers empty.

13. Fully and accurately and complete daily cleaning logs outlining Nest cleaning/ disinfecting/ sanitizing protocol; deliver to supervisor at end of the day.
14. Inform supervisor of any damages or needed repairs.
15. Perform other duties as assigned by the Director.
16. Must communicate effectively with others.
17. Maintain professional attitude and loyalty to school at all times.

QUALIFICATIONS:

1. Must possess a high school diploma or GED.
2. Must possess a valid driver's license.
3. Experience in a child-care or elementary school setting desired.
4. Must have first aid certification, food handler's certification, and annual mandatory training within 3 months of hire.
5. Submit a current physical exam, including Mantoux (TB test).
6. Have reliable transportation and be available for occasional evening hours.
7. Must pass criminal record check at the Federal, State, and/or Tribal Level.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. Must have the desire, patience, and caring nature to work with children and adults in a classroom setting.
2. Must have skills in time management and remain calm under pressure.
3. Must have the willingness to become increasingly fluent in Lakota/Dakota through formal training and informal learning.
4. Be able to work as a team and still work independently on daily tasks.
5. Be able to lift, push, and carry up to 40 lbs. and stand for one hour.
6. Have the visual and auditory perception to be aware of all children in your work area.
7. Be able to work in different conditions such as noisy/quiet, inside/outside, classroom/common areas/kitchen.
8. Be able to work without outside distraction such as events, personal issues, electronic devices, etc.

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.