

Custodian Job Description

Reports To: Custodian

Length of Assignment: 9 months

Tour of Duty: 2:00p.m. – 10:00 p.m. (but can vary) Monday through Friday, except Legal Discontinuance days as designated on the school calendar and approved by the School Board of Isna Wica Owayawa/Loneman School. Tour of duty begins and ends as stated on 'At Will Letter'.

Employment Status: Hourly/Non-Exempt

Primary purpose:

Employee will perform cleaning and maintenance functions on the day or evening shift. Routine work to maintain the cleanliness of assigned facility/area.

Responsibilities:

Duties of this job include, but are not limited to:

1. Cleans building(s) by sweeping, dusting, mopping, scrubbing, sealing, buffing, washing rooms, vacuuming, washing surfaces, etc.
2. General maintenance: clean bathrooms, dust, wash windows, scrub walls, clean furniture, fill dispensers, move furniture, replace light bulbs, remove gum, clean drinking fountains, clean trash cans, check and clean equipment.
3. Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting, etc.
4. Follow instructions regarding the use of chemicals and supplies
5. Inventory supplies and work with Facility Manager to order and keep on stock: cleaning supplies, toilet paper, soap, etc.
6. Shall maintain a positive level of attitude and rapport with all personnel and community members.
7. Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the school.
8. Demonstrates regular attendance and punctuality.
9. Emphasis Lakota Language with all staff and students school wide.
10. Will be evaluated two (2) times a year by an immediate supervisor. These evaluates will become part of the permanent school file.

Qualifications:

- Must possess a High School Diploma or GED.
- Must have good physical health and be able to perform moderate physical activity
- Must possess/obtain and maintain a legal driver's license.

- Must pass annual physical examination for compliance with all necessary requirements.
- Knowledge of Native American culture or experience teaching Native American children is preferred
- Must obtain a legal driver's license.
- Must take and pass a Drug/Alcohol test, Background Check and Fingerprinting
- Will participate in Isna Wica Owayawa/Loneman School activities that include the community.