High School Custodian

Department: Red Cloud High School  
Supervisor: Principal  
Status: Full-Time  
Classification: Non-Exempt

MISSION

The mission of Red Cloud Indian School, Inc. (RCIS), a Catholic institution administered by the Jesuits and the Lakota people, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota culture.

RCIS includes two elementary schools, a high school, The Heritage Center, and ten churches on Pine Ridge Indian Reservation in southwestern South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, parishioners, and staff, creating leaders of tomorrow with competence, conscience, and compassion.

Position Summary:
The custodian is under the supervision of the Principal and will perform custodial and maintenance duties in and around the school facilities; troubleshoots, performs minor repairs and responds to emergency calls for service; implements setup and takedown for a wide variety of school events; works closely with employees, students and the general public to meet the custodial needs of the facilities and grounds; and resolves issues to ensure efficient and safe operations.

RESPONSIBILITIES AND DUTIES:

I. Essential Job Functions:
1. Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
2. Cleans assigned facilities and/or grounds (e.g. classrooms, offices, field house, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
3. Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within the site.
4. Communicates with site personnel and students on safety issues, information and direction regarding activities and in the use of equipment and proper maintenance regarding the facility.
5. Inspects school facilities for the purpose of ensuring that the site meets standards for safety and cleanliness, and/or identifying vandalism, equipment breakage, weather damage, etc.
6. Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) to ensure the availability of items required to properly maintain the facilities.
7. Performs minor job-related maintenance on custodial equipment, classroom furniture and fixtures to ensure proper functioning and usability of items.
8. Performs minor maintenance and repairs (e.g. changing light bulbs and ballasts, unclogging drains, sinks, toilets and performing other minor plumbing and electrical repairs, etc.) to ensure a proper working and operational facility.

9. Performs specialized semi-annual and annual cleanings of the facilities.

10. Prepares the site for daily operations (e.g. unlocking doors, cleaning walkways, etc.) for the purpose of ensuring facilities are operational and hazard free.

11. Replenishes classroom and restroom supplies ensuring adequate quantities are available for daily use.

12. Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) and take appropriate action to resolve the issue.

13. Responds to requests from staff, students, parents, and/or visitors in a timely and appropriate manner.

14. Secures facilities and grounds (e.g. doors, alarms, lights, etc.) to minimize property damage, equipment loss and/or potential liability.

15. Supports other campus custodial and maintenance staff as needed.

16. Provide custodial services at school events outside of school day.

17. Performs other related duties as assigned for the purpose of ensuring the efficient and effective operation of the organization.

II. Routine Duties:

A. Restrooms

- Empty wastebaskets
- Mop and disinfect floors
- Clean and disinfect sinks and soap dispensers
- Clean and disinfect mirrors
- Clean and disinfect toilets-seats, urinals, pipes
- Empty sanitary napkin receptacles
- Check hand soap, paper towel, tissue supplies
- Check that toilets, sinks, drains are working
- Clean doors and partitions
- Spot clean walls and ceilings
- Replace lights
- Clean baseboards, light fixtures, radiators

B. Locker Rooms

- Empty wastebaskets
- Mop and disinfect floors
- Clean and disinfect sinks and mirrors
- Clean and disinfect toilets-seats, urinals, pipes
- Empty sanitary napkin receptacles
- Check hand soap, paper towel, tissue supplies
- Clean doors and partitions
- Spot clean walls and ceilings
- Replace lights

C. Classrooms

- Vacuum all carpeted areas
- Sweep all tiled floors with dust mop
- Empty wastebaskets
• Clean window glass on doors
• Dust all ledges and other surfaces
• Clean chalkboard trays
• Clean shades or blinds

D. Hallways, Entryways and Utility Rooms
• Sweep all halls and entryways with dust mop
• Vacuum entryway carpets
• Clean and disinfect drinking fountains
• Spot clean walls, baseboards and lockers
• Dust all ledges
• Clean door glass and steel plates on doors
• Replace light bulbs and clean light fixture
• Sweep stairs
• Wet mop stairs
• Wet mop hallways (mop and/or machine)

E. Field House
• Sweep floor
• Machine mop floor (game day)
• Clean door glass
• Clean entrance an concession area
• Spot clean walls of gym

F. Offices
• Sweep office floor and vacuum carpet
• Empty wastebaskets
• Dust all ledges and other surfaces
• Spot clean walls and doors
• Clean light fixtures

G. Grounds
• Sweep sidewalk and shovel snow
• Pick up trash
• Support grounds crew

III. Summer Cleaning and Maintenance:
• All tiled floors are to be stripped, sealed and waxed.
• All carpeted areas will be shampooed.
• All baseboards will be thoroughly cleaned.
• All windows (on both sides) will be cleaned.
• All walls will be thoroughly cleaned.
• All lockers will be cleaned (inside and outside).
• All light fixtures will be wiped clean.
• All desks, tables and chairs will be cleaned.
• All blinds and shades will be cleaned.
• Perform painting duties as needed.
• All ledges and other surfaces will be cleaned.
• All restrooms will be thoroughly cleaned and disinfected.
• All custodian and storage rooms are to be cleaned.
In general, the custodian will use the summer months to thoroughly clean the school. There will also be various maintenance projects that will need to be completed which are not mentioned above.

**POSITION SPECIFICATIONS:**

**I. Qualifications:**

A. A high school diploma or equivalent.
B. Prior industrial/institutional custodial and maintenance experience is desired.
C. Prefer a minimum of 1 year of proven successful work history experience.
D. Required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.
E. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.
F. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial/institutional settings including electrical cleaning equipment, common tools, etc.
G. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: including calculations using fractions and percent's, read and follow instructions; understand multi-step written and oral instructions, methods of industrial/institutional cleaning and safety practices and procedures.

**II. Physical Qualifications:**

A. The usual and customary methods of performing the job’s functions require the following physical demands: significant lifting (50 pounds), carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling and crouching. Generally, the job requires 5% sitting, 75% walking and 20% standing.
B. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Open Till Filled

Starting wage. 10.50-12.00/hour DOE

To Apply
Submit; Letter of Intent or cover letter, resume and General Application, plus any supporting documents to:

Lisa Swallow, Director of Human Resources
Red Cloud Indian School
100 Mission Drive
Pine Ridge, South Dakota 57770
lisaswallow@redcloudschool.org

Leave Message: (605) 867-5491 ext. 2200