



## Janitor

Supervisor: Vice President of Facilities  
Status: Full Time  
Classification: Non Exempt  
Written by: Vice President of Facilities

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### Mission

*The mission of Red Cloud Indian School (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, Heritage Center, and six parishes on Pine Ridge Indian Reservation in SW South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, creating leaders of tomorrow with competence, conscience and compassion.*

**SUMMARY:** Under general supervision, performs a wide variety of cleaning duties in order to provide a clean, orderly and safe environment for students, staff and visitors; and perform related work as required.

**SCOPE:** The janitor performs cleaning duties in and around the school facilities; responds to emergency calls for cleaning 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.

### KEY DUTIES AND RESPONSIBILITIES:

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- 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.
- 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.



- Communicates with site personnel and students on the safety issues, information and direction regarding activities and in the use of equipment and proper maintenance regarding the facility.
- 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.
- 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.
- Performs specialized semi-annual and annual cleanings of the facilities.
- Prepares the site for daily operations (e.g. unlocking doors, cleaning walkways, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and restroom supplies ensuring adequate quantities are available for daily use.
- Responds to requests from staff, students, parents, and/or visitors in a timely and appropriate manner.
- Secures facilities and grounds (e.g. doors, alarms, lights, etc.) to minimize property damage, equipment loss and/or potential liability.
- Supports other campus housekeeping, janitor, custodial and maintenance staff as needed.
- Provide janitorial services at school events outside of the school day.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective operation of the organization.

### **JOB REQUIREMENTS:**

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. 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.; and adhering to safety practices.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions and percents, read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial/institutional cleaning and safety practices and procedures.

**ABILITY** is required to schedule activities and use job-related equipment. 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.

In general, the janitor will use the summer months to thoroughly clean and refinish assigned buildings.



### **PHYSICAL QUALIFICATIONS**

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. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

### **EXPERIENCE**

Prior industrial/institutional janitorial experience is desired.  
Prefer a minimum of 1 year of proven successful experience.

### **EDUCATION**

A high school diploma or equivalent.

### **To apply:**

#### **Send application to**

**Brenda Bad Heart Bull**, Executive Director of Human Resources

Red Cloud Indian School

100 Mission Drive

Pine Ridge, SD 57770

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