



Housekeeper

Position Title: Housekeeping
Department: Our Lady of the Sioux Church (OLSioux)
Supervisor: Pastor/Presiding Parish life Coordinator
Status: Part-time/ 12 hours week
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 OLSioux housekeeper reports to the pastor/parish life coordinator. The housekeeper will maintain a flexible schedule, as needed to perform the essential job duties listed below. Working hours are flexible, however, usual pastoral working days are from Sunday through Thursday.

I. RESPONSIBILITIES AND DUTIES:

A. Essential Duties

1. Clean kitchens (including refrigerators and ovens/stoves, put items in proper places), bathrooms of halls and offices.
2. Clean the church bathrooms, smaller rooms and the worship area.
3. Wash, dry and put away all soiled linens including mop heads and dust mops.
4. Ensure that all cleaning supplies are organized and available. Necessary items are put on a shopping list.
5. Help with the use of parish facilities by parishioners and the public, visiting service groups, and any other related duties.
6. Help in other areas of need in the buildings when necessary.
7. Ensure the clean appearance of the buildings' rooms of all areas seen and not seen.
8. Show responsibility in time management for completing this work in the hours allotted.
9. Attend company staff meetings and events.
10. Uphold Red Cloud Indian School's policies and procedures.
11. Other duties as assigned



II. POSITION SPECIFICATIONS:

A. Qualifications:

- A steady and reliable worker
- Ability to work flexible hours to meet the housekeeping needs of ministry events
- Be a person of integrity, with a liberation toward Lakota Catholic values and compassion in the workplace.
- Able to work independently after being given specific instructions/guidance
- Be safety minded
- Work well with others
- Possess a valid SD Driver's license and have dependable transportation
- Possess a current functional telephone number
- Ability to effectively work with deadlines and time constraints.
- Ability to demonstrate excellent work ethics.
- Ability to demonstrate confidentiality.
- Well organized and able to multitask.
- Possess effective oral and written communication skills.
- All applicants are required to pass a successful background check.

B. Physical requirements:

- Ability to walk, stand, crouch, and climb to perform cleaning duties. (65%)
- Ability to sit at a desk to use the assigned computer/office equipment to meet reporting requirements. (5%)
- Ability to use ladders, or other cleaning equipment, to perform duties. (15%)
- Have the ability to perform some types of manual labor. (10%)
- Ability to lift up to 30 lbs or more on occasion. (2.5%)
- Vision (with correction) sufficient for reading instructions. (2.5%)

To Apply:

Send completed application to

Brenda Bad heart Bull, Executive Director of Human Resources

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