

Blackfeet Community College



Position Description

Custodian

Closing Date	November 21, 2017 @3:00 PM
Salary	\$10.42 to \$11.27 Depending on experience
Department	Facilities, Custodial
Personnel Definition	Classified Position, Regular Full-Time
Term of Employment	12 months/year, 26 pay periods
FLSA	Non-exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • Facilities Director • Title III Director • President
Supervision Exercised	None
General Statement of Duties	This person performs custodial duties. Assists in sanitation, health, and safety control. Receives supervision from Facilities Director.
Specific Area of Duties	<ul style="list-style-type: none"> • Clean classrooms, offices, hallways, lobbies, restrooms, elevators, stairways and other work areas. • Sweep, mop, wax and polish floors. • Clean rugs, carpets, upholstered furniture and draperies. • Dust furniture and equipment. • Polish metalwork. • Wash walls, ceiling and woodwork. • Wash windows, door panels and sills. • Empty wastebaskets; transports trash and waste to disposal area. • Clean and disinfect toilets and urinals. • Clean sinks, countertops, mirrors, soap dispensers and all wall-mounted fixtures. • Replenish bathroom supplies. • Wash all tables and desks, clean whiteboards. • Clean and polish lighting fixtures and trim • Report need for major repairs to Facilities Director. • Keep janitor room neat, orderly, and stocked, and report supply needs to Facilities Director. • Assist in control of health issues related to cleanliness and sanitation. • Report safety issues to Facilities Director. • Other duties necessary to the function of BCC, as needed.
Qualifications	<ul style="list-style-type: none"> • Minimum of a high school diploma or GED required; • Right to Know Law certification required; • Bloodborne Pathogens certification preferred.

	<ul style="list-style-type: none"> • Valid Montana driver's license required; • Minimum of three years custodial experience required.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Knowledge of cleaning procedures, cleaning solutions, and be alert to hazards. • Knowledge of the proper use and minor repair of cleaning implements such as mops, floor waxers, buffers, autoscrubbers, etc. <p>Abilities Required:</p> <ul style="list-style-type: none"> • Ability to follow oral or written instructions. • Ability to assist in keeping the college and campus clean, orderly and safe. • Ability to organize schedule, products and tools to make efficient use of time.
Complexity	This position is required to have knowledge of proper use of machines, mixing formulas, use of chemicals, knowledge of products and equipment related to floor care.
Personal Contacts	Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Custodial Department.
Physical Demands	Physical effort required by the job includes standing, stooping, pulling, pushing, and lifting objects (10 to 50 pounds).
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> • Position Description • BCC Policies and Procedures Manuals • BCC Catalog • All applicable college, tribal, and federal policies, procedures, laws, rules and regulations.