

**Fort Belknap Indian Community
Fort Belknap Agency
656 Agency Main Street
Harlem, MT 59526**

TITLE: Janitor/Groundskeeper **STATUS:** Permanent/Full Time

PROGRAM: Child Care **SALARY:** \$13.00

DEPARTMENT: General Services **LOCATION:** Fort Belknap Agency

SUPERVISION RECEIVED: Incumbent will work under the general supervision of the Child Care Program Director

SUPERVISION EXERCISED: None

GENERAL DESCRIPTION OF DUTIES:

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

- Incumbent will be responsible for the provision of janitorial services of the Fort Belknap Child Care Center and offices.
- Open building for access on daily basis
- Sweeps and mops all hard surface floors daily
- Places highly visible signs warning of wet and slippery surfaces and other similar warning relevant to temporary hazards or obstructed pedestrian traffic flow in the building or adjacent grounds
- Dusts and cleans lighting fixtures, cabinets, desks, tables and equipment weekly
- Empties refuse containers and transports to collective refuse container on a daily basis
- Strips and waxes floors on monthly basis
- Mixes cleaning solutions and germicides to proper dilutions
- Removes stains from a variety of surfaces using commercial cleaning solutions and practices
- Uses specialized cleaning, disinfecting and sanitizing agents through spray and hand scrubbing application to clean walls, ceilings, bathroom facilities and other surfaces that may contain pathogenic organisms and bacteria
- Restock all bathroom facilities with proper expendable supplies on a daily basis
- Work off ladders to clean walls and ceiling and replace light bulbs or fixtures
- Shovels and sweeps all snow, ice and other debris from exterior paths and sidewalks located on child care grounds
- Performs maintenance, ground keeping and other laborious duties assigned by supervisor

- Operate hand and power tools in performance of duties
- Use Lawnmower and weed eater to maintain lawn
- Establish and maintain a daily journal of activities
- Provides supervisor with immediate notification of all building and grounds hazards and moderate to extensive maintenance
- Assures the safety of self, co-workers, children and general public identifying and securing all hazardous materials and conditions
- Performs other duties that can be reasonably expected to promote the efficiency and safety of the Fort Belknap Child Care Center.

KNOWLEDGE, SKILLS AND ABILITIES:

Incumbent must possess a working knowledge and skill to mix and apply a variety of cleaning solutions for the cleaning, disinfecting and sanitizing of the Child Care Center. Must possess the ability to sweep, mop and vacuum in a commercial setting. Must possess the knowledge, skill and ability to operate hand and power tools safely while in the performance of duties. Must be able to effectively communicate both orally and in writing.

EDUCATION:

Must possess a high school diploma or its equivalent

EXPERIENCE:

Must possess six (6) months of janitorial or related experience

SPECIAL CONDITIONS:

1. The work involves risk of injury from hand held tools and exposure to hazardous substances and materials
2. Lifting heavy objects
3. Possess a valid Montana State driver's license and must have current vehicle insurance
4. Incumbent will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention Drug/Alcohol Free Policy and the Drug/Alcohol Testing Policy
5. Must complete a Background Investigation including criminal and work history
6. Incumbent must have never been convicted of a felony or two (2) or more misdemeanors of a crime of violence or abuse against persons or children within his/her lifetime
7. Incumbent must have had no conviction of any felony/misdemeanor drug offenses in any jurisdiction within one (1) year of application

Indian Preference Employer as Required by Law.

IMMIGRATION PERFORMANCE CONTROL ACT:

Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

HOW TO APPLY:

Submit an application, resume' and all supporting documentation, by the closing date, to:

Human Resources Department
Fort Belknap Community Council
656 Agency Main Street
Harlem, MT 59526