

## CUSTODIAN-FULLTIME, YEAR-ROUND

EVENING SHIFT: MONDAY-FRIDAY 3PM-11:30PM

Opportunity for a flexible schedule during the summer consisting of 4 ten hour shifts per week.

Pay: \$15.00 per hour

Reports to the Facilities Maintenance Director

**Belfry School District is currently seeking a reliable and detail-oriented Custodian to join our team.** The position requires that you be responsible for maintaining the cleanliness and overall appearance of our facilities. You must be self-motivated, be able to problem solve and respond appropriately to different situations. This plays a key role in ensuring a safe and welcoming environment for our staff and students.

Duties and Responsibilities:

- Perform routine cleaning tasks such as sweeping, mopping, dusting, and vacuuming.
- Checks and secures building at beginning and end of shift for the purpose of ensuring the safety and cleanliness of the building.
- Maintain cleanliness of classrooms, hallways, and stairways.
- Delivers supplies and materials to classrooms, bathrooms and other areas of the building.
- Clean and sanitize restrooms and replenish supplies as needed.
- Empty trash cans and discard of waste properly.
- Clean windows, mirrors, and other glass surfaces.
- Assist with setting up and breaking down rooms for meetings or events as needed.
- Clearing snow from entrances and walks, driveways, parking areas, and spreading sand and ice melting chemicals as directed.
- Follow established cleaning procedures and safety guidelines.
- Receiving and responding to work orders and requests from supervisors and staff members.
- Establishes and maintains cooperative working relationships with the administration, staff, students, and the public.
- Performs other related tasks as assigned by supervisor.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Desired Skills:

- Experience with floor care, including buffing, waxing and equipment maintenance.
- Knowledge of industrial and commercial cleaning techniques and custodial practices.
- Ability to work independently with minimal supervision.
- Organized with a strong attention to detail.
- Excellent time management skills with the ability to prioritize tasks.
- Ability to follow instructions while working in a team environment.

This is a physically demanding position that requires standing, walking, bending, and lifting throughout the shift. Must be at least 18 or older to apply.

If you are a motivated individual that would take pride in ensuring that our school district is a clean and healthy environment, we encourage you to apply for this position.

Visit **[belfrybats.org](http://belfrybats.org)** for official application or stop by the Belfry School Elementary office at 200 Wisconsin St., Belfry, MT 59008.

All applicants are required to pass a background check and a pre-employment drug screening.

Benefits:

- Public Employees Retirement Plan
- Dental insurance
- Health insurance
- Vision insurance
- Paid Vacation and Sick Leave

Closing Date: Until Filled