



## APPLICATION COVER SHEET

**Job Title:** Temporary HRDC Custodian/Maintenance Worker

**Wage:** \$12.29 per hour

**Hours:** 40 per week/Temporary Position

**Location:** NMCDC Lincoln and Hillview classrooms

**Application Deadline:** 5:00pm, Friday, December 14th, 2018

---

### PLEASE PROVIDE

1. COVER LETTER
2. RESUME
3. COMPLETED APPLICATION COVER SHEET
4. COMPLETED AND SIGNED DISTRICT 4 HRDC EMPLOYMENT APPLICATION
5. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION

**POSITION SUMMARY:** General cleaning and maintenance of HRDC buildings and grounds to ensure a safe environment for children and staff and/or general maintenance of Northern Montana Child Development Center's (NMCDC) Lincoln Center and Hillview site buildings and grounds to ensure a safe environment for children and staff.

### MAJOR RESPONSIBILITIES: CUSTODIAN

#### Daily:

1. Classrooms:
  - Disinfect toilets and sinks
  - Sweep, vacuum, and mop all classroom floors
  - Empty garbage and trash
  - Clean all spills on floors and walls
  - Other duties as assigned by supervisor
  - Sweep and mop classroom and kitchen floors
2. Sweep all HRDC floors.
3. Clean toilet bowls and seats and sinks in all restrooms
4. Empty garbage and trash.

#### Weekly:

1. Sanitize garbage cans in classrooms.
2. Sweep, vacuum and mop all floors.
3. Check all community rooms ensuring they are clean and in working order.

#### As Needed:

1. Replenish hand soap, toilet paper, and paper towels as needed
2. Wash windows, walls, metal and woodwork in classrooms and all common areas.
3. Check on supplies and order. Put away items as they come in to the office.

#### MINIMUM QUALIFICATIONS:

1. Must be at least 18.

2. Must have high school diploma or high school equivalency
3. Minimum one year experience in custodial and general maintenance using hand tools and power tools.
4. Ability to make minor repairs using hand tools and power tools.
5. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
6. Must maintain confidentiality.

**SPECIAL INFORMATION –**

1. *We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*
2. *Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).*
3. *Background Check required before applicant is hired.*
4. *Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.*
5. *Application will be rejected if incomplete or unsigned.*

**PLEASE ANSWER THE FOLLOWING QUESTION**

1. **From the Job Description for a custodian please tell us what experience you have had that qualifies you for this position.**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---