



2229 FIFTH AVE., HAVRE, MT 59501
PHONE: (406) 265-6743 FAX: (406) 265-1312

APPLICATION COVER SHEET

Job Title: Temporary HRDC Custodian/Maintenance Worker

Wage: \$12.51 per hour

Hours: 40 per week during school year; summer varies/Temporary Position

Location: NMCDC Lincoln and Hillview classrooms

Application Deadline: 5:00pm, Wednesday, July 17th, 2019

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.

