

JOB OPENING

Job Title: HRDC Custodian/Maintenance Worker
Hours: 36 hours/ week during the school year – summer varies; 52 weeks per year
Closes: 5:00 pm, Thursday, May 23, 2024
Department: NMCDC – Head Start
Location: Job is located at 2229 5th Avenue
Please turn in applications at the front desk.

District 4 HRDC currently has a job opening for a Custodian/Maintenance Worker. For more information please contact Administrative Officer Amaya Bliwernitz, bliwernitza@hrdc4.org, 406-265-6743 x.1122

POSITION SUMMARY: General cleaning and maintenance of HRDC buildings and grounds to ensure a safe environment for children and staff. General maintenance of NMCDC's Lincoln Center buildings and grounds to ensure a safe environment for children and staff.

Wage: \$16.23 per hour

Hours: 36 hours per week during the school year – summer varies

Benefits Available: Health, Vision and Dental Insurance; Annual, Sick and Personal Days; Simple IRA and 12 paid holidays off per year.

Who should apply for this position: Anyone with at least a high school diploma or equivalent (GED or HSE) and minimum one-year experience in custodial and general maintenance using tools and power tools. Must also 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.

I don't have my high school diploma or equivalent, can I still apply? Yes, District 4 HRDC still encourages you to apply for this position. Miles City adult education program can assist you in obtaining your high school equivalency (HSE). Individuals are required to work towards this goal once hired.

Application Deadline: 5:00pm, Thursday, May 23, 2024

To Apply, Submit the Following:

1. **Letter of interest** stating your qualifications for the position and why you are interested in working for HRDC
2. **Current Resume**
3. Completed **APPLICATION COVER SHEET**
4. Signed **JOB DESCRIPTION**
5. Completed and signed **HRDC EMPLOYMENT APPLICATION**

Applications should be submitted to Amaya Bliwernitz, HRDC Administrative Officer, 2229 5th Ave. Havre, MT 59501

Incomplete application packets will not be considered. Contact Amaya Bliwernitz with any questions regarding the application process, 406-265-6743 extension 1122

APPLICATION COVER SHEET

Job Title: HRDC Custodian/Maintenance Worker

Wage: \$16.23 per hour

Hours: 36 per week during school year; summer varies

Location: NMCDC Lincoln and Hillview classrooms

Application Deadline: 5:00pm, Thursday, May 23, 2024

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 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.

MAJOR RESPONSIBILITIES: MAINTENANCE

1. Provide general maintenance and repairs to buildings and grounds in order to ensure a safe environment for children
2. Complete work orders as needed
3. Open, and close, lock and unlock HRDC facility as needed
4. Pick up trash from around buildings and grounds as needed
5. Water, fertilize, and mow grass as needed
6. Check on supplies and order as needed
7. Shovel sidewalks and sand as needed
8. Make minor repairs to toys and equipment per work order
9. Review maintenance log
10. Organize and transport donations as necessary

ADDITIONAL RESPONSIBILITIES:

1. Perform safety checks on outside environment and inside buildings in classrooms
2. Cleans and sanitizes all kitchen areas and equipment daily, weekly, and monthly
3. Make arrangement to have carpets and chairs cleaned every six months
4. Strip and wax floors every six months
5. Responsible for upkeep and maintenance of tools and equipment used for the maintenance of the Agency
6. Maintain inventory log of Agency tools and work with the Building Manager to complete a yearly inventory check
7. Other duties as assigned

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.

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Ability to work independently, take initiative, and problem solve
2. Must be able to maintain confidentiality concerning staff and clients
3. Able and willing to work with children and adults in a flexible schedule that includes evening and weekend hours
4. Qualify to work in a child care center, as non care provider, by DPHHS-QAD Child Care Licensing upon submission of all required documentation
5. Documentation of baseline TB test or ability to obtain within 30 days
6. Possess current Infant, Child, and Adult CPR and First Aid certificates or obtain certification at the first available opportunity
7. Satisfactory criminal background check and Child Protective Services background check
8. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors
9. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client's advocate: and always display integrity, honest interaction and professional excellence

WORKING/ENVIRONMENTAL CONDITIONS:

1. Work is in an outside and inside environment
2. Requires significant physical effort to lift and carry between 25 and 60 pounds on an occasional basis

We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

TITLE: HRDC Custodian/Maintenance Worker	SUPERVISOR: HRDC Building manager/NMCDC Administrative Manager
PROBATIONARY PERIOD: 1 Year	SUPERVISES: none
EMPLOYMENT HOURS: 36 hours per week during school year; summer varies	WEEKS PER YEAR: 52 weeks per year
GRADE: 10	STARTING WAGE: \$16.23
POSITION SUMMARY: General cleaning and maintenance of HRDC buildings and grounds to ensure a safe environment for children and staff. General maintenance of NMCDC's Lincoln Center buildings and grounds to ensure a safe environment for children and staff.	

MAJOR RESPONSIBILITIES: CUSTODIAN

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2. Must be able to maintain confidentiality concerning staff and clients.
3. Able and willing to work with children and adults in a flexible schedule that includes evening and weekend hours.
4. Qualify to work in a child care center, as non care provider, by DPHHS-QAD Child Care Licensing upon submission of all required documentation.
5. Documentation of baseline TB test or ability to obtain within 30 days.
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7. Satisfactory criminal background check and Child Protective Services background check.
8. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.
9. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client's advocate: and always display integrity, honest interaction and professional excellence.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Work is in an outside and inside environment.
2. Requires significant physical effort to lift and carry between 25 and 60 pounds on an occasional basis.
3. Requires ability to stand, vacuum, and or mop for a sustained period of time.
4. Must walk, stand, sit, bend, kneel, stoop, crouch and climb ladders on a frequent basis.
5. Exposure to multiple moderate, disagreeable elements, on an occasional basis.
6. Required to use hand tools and power tools.
7. Required to work with chemicals such as cleaning and sanitizing solutions, weed spray, paint and paint remover, etc.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
2229 5TH AVENUE
HAYRE, MONTANA 59501
(406) 265-6743



WEBSITE: www.hrdc4.org

“This institution is an Equal Opportunity Provider and Employer”

PERSONAL INFORMATION

Date _____

Name _____ Phone _____
(Last) (First) (Middle)

Present Address _____
(Street) (City) (State) (Zip)

Do you have a current Driver's License? Yes No Are you insurable? Yes No

Do you have proof of the required Liability Insurance on your vehicle? Yes No

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary Desired _____

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

Have you ever applied to this agency before? Yes No

Where? _____ When? _____

EDUCATION

	Name and location Of school	Grade Completed	Area of Study
Grammar School	_____	_____	_____
High School	_____	_____	_____
College	_____	_____	_____
Trade/Business	_____	_____	_____
Corres. Courses	_____	_____	_____

FORMER EMPLOYERS (List below last four employers, starting with the current one.)

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

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Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Applicant Data Record

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Information on this form will not be used or seen by the selection committee and is solely to help us comply with government record keeping, reporting and other legal requirements. Please fill out the Data Record.

This Data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

Date _____

Position(s)/Program Applied for _____

Birthdate _____ Male Female

Referral Source (Please check one)

Newspaper Job Service Friend
 HRDC Website Other (please specify) _____

Check one of the following

Race/Ethnic Group

Caucasian Native American/Alaskan Native African American
 Asian/Pacific Islander Hispanic

Check if any of the following are applicable

Veteran Disabled Veteran Handicapped Individual