

**CHEYENNE RIVER SIOUX TRIBE
TITLE I PROGRAM
CUSTODIAN**

DESCRIPTION OF WORK:

General Statement of Duties: Responsible for custodial service to the CRST Title I Office & C-EB School. Provides cleaning and light maintenance of CRST Title I office buildings and other assigned areas. Will provide a minimum of two hours daily at the CRST Title I Office and the remaining tour of duty at the C-EB School North Campus.

Supervision Received: Works under the direct supervision of the C-EB Facility Manager and the general supervision of the Title I Director.

Supervision Exercised: None

EXAMPLES OF DUTIES (Duties may include but are not limited to the following):

Operation and maintenance of equipment such as buffers, scrubbers, carpet shampooers, and vacuum cleaners.

Performs general cleaning of assigned areas; indoor and outdoors.

Provides emergency and special occasion custodial services.

Sets up for special ceremonies, such as meetings and workshops and school activities.

Participates in training on proper methods and procedures for accomplishing work.

Coordinates work with building supervisors and other authorities.

Keeps accurate record of areas cleaned and work performed.

Performs minor repairs and maintenance work.

Prepares work orders for work to be done by maintenance personnel.

Performs other job related duties as required.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Knowledge of the techniques of custodial work, the operation of cleaning equipment and cleaning compounds and their use. Ability to operate and maintain equipment such as buffers, scrubbers, carpet shampoos, and vacuum cleaners. Ability to perform minor repairs and maintenance. Must be able to establish and maintain effective working relationship with other personnel and the general public.

Education: High School graduate or General Equivalency Diploma.

Experience: One (1) year experience in related field

Or

Any equivalent combination of education and experience.

Special Requirements: Must have a valid South Dakota driver's license and be insurable under the Tribal vehicle liability policy. Must be able to lift 50 lbs. Must submit a pre-employment physical examination. Must be able to pass Federal, State, and Tribal Criminal Background Checks. Must be able to pass Tribal/local, Federal, in accordance with P.L. 101-647, P.L. 101-630, and Executive Resolution No. E-235-97. This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Drug and Alcohol Free Workplace Policy. Must pass a pre-employment drug test. This position will be required to maintain confidentiality as advised by the Program Director/Supervisor. Political activities strictly prohibited.

Revised Date: 9/30/2024