

## for **EMPLOYMENT PREPARATION PHASE I**

### **JOB POSTING FOR: CUSTODIAN**

#### **Job Overview:**

Responsible for cleaning and upkeep of building interiors, exteriors, landscape and grounds.

#### **Essential Functions (Major Duties or Responsibilities):**

- Provide custodian services with emphasis on cleaning public areas, including restrooms, carpeted and hard-surface floor care, trash removal, room set-ups and other related duties.
- Works individually or on a team in an assigned area.
- Provide maintenance support throughout building to ensure smooth business operations.
- Duties include, but may not be limited to: scrubbing, mopping, washing, sealing, disinfecting and polishing hard surface floors; vacuuming and shampooing carpeted floors; dusting and polishing furniture; washing windows and mirrors; polishing bathroom and shower fixtures; emptying trash receptacles to dumpsters; replacing light bulbs and fluorescent tubes; handling commercial (industrial) cleaning chemicals and moving supplies up and down stairs.
- Aids with special event preparation, set-up and cleanup
- Enforce building and security regulations
- Maintain good communication channels with Jobs for Montana's Graduates teammates and performing related duties as required.

#### **Minimum Qualifications (Education and Experience):**

Education and experience equivalent to one year of high school with CTE (Career and Technology Education) coursework, or six months experience in maintenance, housekeeping or a related field, and six months of various public contact experience. Must be able to regularly lift 50 lbs.

#### **Knowledge, Skills and Abilities:**

Experience in successfully prioritizing daily duties and adapting to changing priorities, while accurately following instructions and procedures. Works effectively in a team-oriented environment. Be mechanically inclined and have a basic understanding of how to work industrial equipment or able to learn. Considerate, positive attitude. Willingness to participate in continued training as appropriate.

**To Apply:** Submit Cover Letter, Resume and Job Application to:

Program Manager - IGNITE  
RE: Custodian  
DLI-JMG  
PO Box 1728  
Helena, MT 59624-1728