



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Custodian

Position Title: Custodian
Contract Term: 12 month position
Accountable To: Facilities Manager
Salary: \$13.33 – \$14.47/hr.

Summary of Position: Does cleaning and minor preventive maintenance of building to provide a safe and clean environment.

JOB CHARACTERISTICS:

Personal Contacts: Frequent contact with students, staff and the public.

Supervision Received: The Custodian will be supervised by the Facilities Manager.

Essential Functions: Performs duties in cleaning of the campus buildings and grounds. Work performed indoors year round and occasionally outdoors during summer months. May require work beyond normal day to complete projects or for emergencies.

Position is exposed to chemicals, light lifting and working with moving parts of equipment requiring adherence to safety procedures. Maintains confidentiality of sensitive information.

RESPONSIBILITIES:

- Provides for the general comfort of environment and cleanliness of all TMCC properties including the main campus, CTE and Allied Health buildings and ensures college has a good overall appearance and is safe and sanitary.
- Basic janitorial duties including cleaning activities such as restrooms, all office locations, hallways, and emptying of trash for all campus facilities.
- Regular non-routine cleaning functions such as window washing.
- Regularly inspects buildings and grounds for non-routine cleaning.
- Handles all work requests in a timely manner.
- Assists with basic preventative maintenance of buildings and grounds
- Equipment used will include vacuum cleaners, carpet cleaners and ATV's to travel to locations off campus to clean.
- Cleaning, sweeping, mopping, and shampooing of different types of floors.
- Ability to communicate verbally and in writing.
- Mixes and uses chemicals on a regular basis.
- Other duties as assigned.



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JOB REQUIREMENTS:

Knowledge: This position requires a basic knowledge of building and floor cleaning. Knowledge of safety procedures in dealing with chemicals and equipment.

Skills: This position requires skills in use of small hand tools; battery operated cleaning equipment, and doing light preventative maintenance of buildings.

Abilities: Must be able to lift up to 30 lbs., crawl in confined spaces, lift and move light objects. Requires the ability to be aware of safety and sanitary conditions, work nights and weekends when necessary.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- High school diploma or GED.
- 3 years documented custodial / cleaning experience.

Preferred Qualifications:

- Experience working in a Native American Community.

Written: 9/13
Revised: 1/18, 7/21