



Sinte Gleska University

SICANGU LAKOTA OYATE

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ACCREDITED BY
THE HIGHER LEARNING COMMISSION - 1983
RECOGNIZED AS A1994
TRIBAL LAND GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position : Custodian	Department : Environmental Services
Supervisor : VP of General Administration	Contract : 12 months -Full/Part Time - Hourly

Job Summary:

The Custodian position is to keep building on the Lake and Main campuses clean and report any unsafe or maintenance issues. The Custodian is a semi-skilled employee who works directly cleaning using soaps, chemicals, waxes and the use of various machines. The Custodians are considered floaters. The Custodians will assist in other departments as needed. The areas are: security, maintenance, transportation and food service.

Duties & Responsibilities:

- Will follow the Environmental Services cleaning schedule on a daily basis.
- Will perform general routine custodial duties, to include but not limited to; dusting, mopping, vacuuming, trash removal, windows and cleaning restrooms.
- Must utilize the quality control verification form and hand in every Friday to VP of General Administration.
- Must be able to communicate with building staff when concerns arise and report to immediate supervisor.
- Will supply necessary cleaning supplies and restock bathrooms and kitchens as needed with paper towels/toilet paper/soap, etc.
- Will keep the entry way of buildings clean and free of debris
- Must be in good physical condition to perform job duties.
- Must be able to carry a minimum of 50lbs.
- Must be able and willing to learn to operate cleaning equipment and keep the equipment in good working condition.
- Will be responsible for assisting with setting up events and cleaning after the events.
- Must be able to work and complete daily duties with limited supervision.
- Must be will to attend trainings and SGU activities when assigned.
- Must work together as a team and be a team player.
- Must report any maintenance or security issue to supervisor.
- Will be required to follow the chain of command.
- Will assist with other job tasks as a floater in the departments of security, maintenance, transportation and food service.
- Other duties as assigned.

Minimum Qualifications & Experience:

- Responsible person with a high school diploma or GED certificate.
- Must have a valid SD Driver's license, be insurable and have reliable transportation.
- Be able to work with little or no supervision.

Confidentiality:

The SGU employees agrees to maintain strict confidentiality regarding FERPA, HIPAA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

Additional Information:

Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

The SGU employee is responsible for ensuring that his/her personnel file is current with regard to official evidence of educational qualifications and experiences. Failure to do so prior to start of the contract year may result in not receiving compensation commensurate with claimed advancement in promotional steps.

To apply submit a completed SGU job application with a copy of your HS Diploma or equivalent, Resume, Transcripts, Certificates, Driver License, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu, Human Resource Director @ SGU Administration Building or call 605-856-8261/email vijayakumar.chebrolu@sintegleska.edu.

Applications are available on the SGU website under job opportunities. The position is open until filled. Incomplete applications will not be considered.

Updated: May13, 2024