

# Vacancy



CANKDESKA CIKANA  
COMMUNITY COLLEGE

*Spirit Lake Tribe*

**Position Title:** Head Start Custodian/Maintenance Supervisor  
**Supervisor:** Program Director  
**Hours:** 2:00 – 10:50 Split Shift  
**Opening Date:** November 10, 2021  
**Closing Date:** Until Filled  
**Salary:** DOQ

## QUALIFICATIONS:

- High school diploma or GED.
- Ability to lift and carry heavy objects.
- Ability to move quickly in the event of an emergency.
- Flexible work schedule (available to work evenings & weekends).

## JOB DUTIES & RESPONSIBILITIES:

- Supervise custodial staff.
- Implement a cleaning and maintenance schedule for classrooms and building, painting, and floor cleaning. All repairs as needed including exterior of the building, playgrounds, and general maintenance to boiler system.
- Implement an inventory control and data reports as identified.
- Manage the transport of program food, supplies and equipment.
- Clean and sanitize restrooms/kitchens and refill dispensers as needed.
- Clean and dust furniture, window sills, mantels, walls, base trim, counters etc.
- Remove garbage; replace can liners, clean containers.
- Setup/Cleanup Facilities for meetings, classrooms, conferences, events, etc.
- Clean, strip, buff and apply floor sealer and floor finish to hard surface floors.
- Use and maintain power equipment and hand tools such as, buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning of floors, walls, carpets, furniture, etc.
- Wash walls and equipment using ladders when required in work assignments.
- Lock and unlock buildings, secure building when facilities are not in use.
- Rotate shifts for opening and closing facility.
- Rotate shifts for on-call emergency response.
- Move furniture, equipment, supplies and tools.
- Clean interior and exterior windows and treatments as applicable.
- General Maintenance, including snow removal, lawn care, knowledge on operating lawn equipment, and other yard work.
- Attend to emergencies as necessary
- Participate in training related to job duties.
- To follow Head Start program confidentiality policies concerning information about children, families or other staff.
- Assist with Safety/Security as needed.
- Safely/appropriately operate Head Start job related equipment.
- Follow all CCCC/Head Start policies.
- Participate in training/workshops to increase knowledge of the Dakota language and culture.
- Other duties as assigned.

**Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.**

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Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to [sheri.diehl@littlehoop.edu](mailto:sheri.diehl@littlehoop.edu)

Visit our website [www.littlehoop.edu](http://www.littlehoop.edu) for an online application

