

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

**VACANCY ANNOUNCEMENT**

**~INTERNAL/EXTERNAL~**

**POSITION:** Custodian/Part Time

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 501 N Center Avenue  
Hardin, MT

**RATE:** \$12.32

**HOURS:** 10 hours per week

**DUTIES:** See Job Description

**OPENING DATE:** Immediately

**CLOSING DATE:** Until filled

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Completed HRDC Application Form With  
Current Resume to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
P.O. BOX 2016  
7 North 31<sup>st</sup> Street  
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

**POSITION DESCRIPTION  
HUMAN RESOURCES DEVELOPMENT COUNCIL**

**POSITION IDENTIFICATION**

<b>Functional Job Description Title:</b> Custodian	<b>Department/Program:</b> Pathways
<b>Reports To (Title):</b> Branch Manager	<b>FLSA Status:</b> Non-exempt
<b>Supervisory Position:</b> No	<b>Position Status:</b> Part time
<b>Prepared By:</b> Bobbie Brekhus	<b>Revision Date:</b> April 2019

**POSITION SUMMARY**

Under the supervision of the Branch Manager and in accordance with the direction and mission of District 7 HRDC, the Custodian is responsible for maintaining the cleanliness and orderliness of the assigned rooms, buildings, and related Agency facilities.

**MISSION OF ORGANIZATION**

Through its mission, HRDC empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

**ESSENTIAL JOB FUNCTIONS**

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Clean designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.)
- Carry out heavy cleansing tasks and special projects
- Maintain and order custodial equipment and supplies
  
- Notify management of occurring deficiencies or needs for repairs

- Follow all health and safety regulations

### **Additional Knowledge, Skills and Abilities (KSA's):**

- Strong organizational, listening and communication skills, including both verbal and written are required.
- The employee must have the ability to work with low-income and disadvantaged people with an objective, non-judgmental attitude.
- The employee must be a team player to ensure overall program success.
- Demonstrates professionalism in the workplace.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased conduct.
  - Demonstrates positive and appropriate interactions with coworkers and management.
  - Contributes to a harmonious and productive work environment.
  - Must be a team player to ensure overall program success.

### **MINIMUM QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Education and Experience:**

Minimum qualifications any combination of education and experience that would likely provide the required knowledge and abilities.

#### **License and Certifications:**

Not applicable to this position

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; position oneself to move around office furniture and move from one office to another. Due to changes in the location and scope of work, the employee may be required to wear personal protective equipment to ensure a safe work environment. The noise level in the work environment is usually moderate.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature:

\_\_\_\_\_  
Date: