

Vacancy Announcement



CANKDESKA CIKANA
COMMUNITY COLLEGE

Spirit Lake Tribe

Position Title: Maintenance/Custodian

Salary: \$16.00/hour + DOQ

Supervisor: Head Start Facilities Manager

Opening Date: December 19, 2025

Closing Date: Until Filled

QUALIFICATIONS:

- HS Diploma or GED
- Valid Driver's License
- Ability to lift 50lbs.
- Knowledge of occupational hazards and safe work practices.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Clean and sanitize restrooms, kitchens, classrooms, offices, and common areas daily.
- Refill dispensers with soap, paper products, and other supplies as needed.
- Remove garbage; replace liners; disinfect containers.
- Clean and dust furniture, windowsills, walls, base trim, and counters.
- Vacuum and mop hard surfaces.
- Shampoo carpets, wash walls, and clean windows (interior/exterior).
- Set up and clean up facilities for meetings, classrooms, trainings, and events.
- Perform routine maintenance including minor repairs, painting, light carpentry, and upkeep of equipment and furnishings.
- Maintain outdoor areas including lawn care, playground upkeep, and snow/ice removal (manual shoveling and operation of snow removal machinery).
- Assist in monitoring building systems (lighting, heating, cooling, plumbing) and report any issues promptly.
- Assist with moving furniture, equipment, and supplies.
- Conduct regular facility inspections and identify areas requiring attention.
- Safely operate and maintain power equipment, hand tools, and Head Start-related equipment.
- Run errands for supplies, deliveries, or program needs as assigned.
- Lock and unlock buildings; ensure facilities are secure when not in use.
- Follow cleaning and maintenance schedules consistently and complete tasks in a timely manner.
- Respond promptly to facility-related emergencies.
- Maintain accurate records of maintenance activities, supply usage, and repairs.
- Participate in required training and workshops related to job duties, workplace safety, and Dakota language/culture.
- Communicate effectively with staff, families, and community members in a professional manner.
- Protect confidentiality of staff, children, and families at all times.

GENERAL INFORMATION: A complete application shall consist of cover letter, current curriculum vitae or resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of unofficial college transcripts (*Official copy required if hired*). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information, please call 701.766.1309 or visit our website at www.littlehoop.edu.

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to vanessa.thomas@littlehoop.edu

visit our website www.littlehoop.edu for an online application

12/19/25

