

**HINSDALE PUBLIC SCHOOLS**  
**JOB POSTING**  
**Janitor**

**Duties:**

- Sweeps, mops, scrubs, and waxes floors.
- Vacuum rugs and carpets.
- Cleans restrooms, replenishes supplies and fills dispensers.
- May maintain lawn, trees, and shrubs
- Maintains areas adjacent to buildings in a clean, safe, and sanitary condition.
- Washes windows, walls, sinks, and fountains.
- Arranges furniture and equipment for special activities.
- Observe and report the need for repairs and make minor repairs as time permits.
- Secures buildings at the end of shift.
- Picks up trash and litter and empties and cleans trash and garbage receptacles.
- Does emergency cleanup.
- May prepare and paint interior and exterior walls.
- Clean Gym for special events.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS:**

- No experience required, but some previous custodial or janitorial work is desirable; high school diploma or equivalent; or any combination of training and experience likely to provide the desired knowledge and abilities.
- Ability to lift up to 80 lbs and perform heavy physical labor at times.
- Knowledge of basic safety practices related to custodial work.
- Work effectively without close supervision.
- Operate specialized cleaning and maintenance tools and equipment.
- Understand and follow a work schedule.
- Keep basic work records and make reports.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Ability to effectively manage time and responsibilities.

**Benefits**

- Wages depending on experience
- Single Insurance
- We will work with you and train you for the skills you will need for the job.

**Days and Hours**

- 30 to 40 hours per week
- Flexible schedule
- Superintendent, head of maintenance, and janitor work closely on all projects.

**Please submit a district application and an updated resume by mail, fax, or email to:**

**Hinsdale Public School**  
**Attention: Superintendent**  
**PO Box 398**  
**Hinsdale, MT 59241**

**Email: [superintendent@hinsdale.k12.mt.us](mailto:superintendent@hinsdale.k12.mt.us)**  
**Fax: (406) 364-2205**  
**Phone: (406) 364-2314**

*District applications are available in the front office. The job is open until filled.*