



# Opportunities, Inc.

## Job Opening Announcement Public/Staff

**Job Title: Custodian**

**Salary:**

**\$16.52-\$17.81 DOQ + full benefits**

**Open July 8-18, 2022, closing at  
1:00 pm "EOE"**

### OVERALL RESPONSIBILITIES:

- A. Cleaning and maintenance of the hallways, classrooms, offices, heating system, etc. of the Head Start buildings & rooms.
- B. Perform custodial duties, minor maintenance and other miscellaneous duties in order to ensure that buildings and facilities are maintained in a healthy, safe and sanitary manner.
- C. Implement setup and take down for a variety of events.
- D. Troubleshoot, perform minor repairs and respond to emergency calls for service.
- E. Assist with the inventory and coordination of ordering needed janitorial supplies.
- F. Must adhere to all Program Policies and Procedures; Agency Policies and Procedures; State and Federal Guidelines; Head Start Program Performance Standards and Work Plans.
- G. Will be expected to become completely familiar with the Agency's mission and philosophy, and fully participate in promoting the accomplishments of the Agency goals and objectives.
- H. Must be an advocate for the low and fixed income, and promote social and economic justice.

**An Opportunities, Inc. employment application MUST be completed for consideration. Email a scanned pdf application to [hr@gfoppinc.org](mailto:hr@gfoppinc.org).**

**You may request an application & job description by calling 406-761-0310 or visit**

**<https://oppincchanginglives.org/>**



### A. Qualifications (I):

1. Must be able to perform Essential Functions/ Special requirements of the job.
2. High School Graduate or GED.
3. One (1) year experience in a related field.
4. Ability to read and write.
5. Not a training position.
6. Must be able to have flexibility of scheduled work activities.
7. Must be available evenings and weekends for emergency heating issues.
8. Must have a valid Montana Driver's License, MT required vehicle insurance, and a good driving record.

### B. Qualifications (II):

1. Must be able to perform Essential Functions/ Special Requirements of the job.
2. High School Graduate or GED.
3. Must have a State Low Pressure Third Class Boilers License.
4. One (1) year experience in a related field.
5. Ability to read and write.
6. Not a training position.
7. Must be able to have flexibility of scheduled work activities.
8. Must be available evenings and weekends for checking the boiler system and/or emergency heating issues.
9. Must have a valid Montana Driver's License, MT required vehicle insurance, and a good driving record.