

VACANCY ANNOUNCEMENT



Part-Time Custodian I

Position Description:

Come join the team at Helena College where our vision is to be a responsive regional provider of comprehensive educational opportunities, a partner in economic and community development, and a diverse and accessible community of learners.

At Helena College, we promote excellence in education, maintain fiscal and operational integrity; and cultivate an environment of fellowship, inclusiveness, and respect.

We are currently recruiting for a Part-Time Custodian I position in our Facilities Section. This position is responsible for helping the college provide high quality educational activities through providing clean, neat, and sanitary work areas. The position is important to our college community as it provides for the daily and cyclical cleaning needs of our facilities. This is a part-time position, working 20 hours a week. The typical schedule is 4:30 pm to 8:30 pm, Monday through Friday.

Qualifications:

The ideal candidate will have a high school diploma or GED and the ability to perform constant and heavy physical activity. Must be detail oriented, and have good interpersonal skills. We need a self – starter, and someone who can work independently, as well as on a team. Experience in custodial work is preferred.

Salary and Benefits:

\$11.00 - \$13.75 per hour.

We offer an excellent benefits package which includes a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam coverage, an employee assistance program (EAP), life and disability insurance options, flexible spending and dependent care account options, and optional long term care insurance. Retirement benefits provided TIAA-CREF or through the Montana Public Employees Retirement Association (MPERA).

Union Information:

International Union of Operating Engineers, Local 400

Application Procedures:

Please email your cover letter and resume to UMH-HR@helenacollege.edu

Submission Deadline:

Applications are due by Sunday, January 21 at 11:59 PM

Background Investigation is Required Prior to Offer of Employment

In accordance with The University of Montana regulations, finalists for this position will be subject to criminal background investigation.

Reasonable Accommodations

Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Helena College Director of Human Resources at 406-447-6925. TDD users may use the relay service by dialing 711

ADA/EOE/AA/Veteran's Preference

Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodation. As an Equal opportunity/Affirmative Action employer, we encourage applications from minorities, Vietnam era veterans, and women. This material is available in an alternative format upon request. Qualified candidates may request veterans' preference in accordance with state law.

Testing

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College

This information is *voluntary* and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:

Last Name:

First Name:

Middle Initial:

Gender: Male Female

Race/National Origin:

- White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin): all persons having origins in any of the black racial groups.
- Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.
- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:

- No Military Service
- Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

- Other Protected Veteran: a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.
- Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
- Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Please note, if you wish to be considered with veteran's preference, you will need to submit your DD214. We do not grant based on the Self Identification form.

Where did you learn about this vacancy?

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| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Job Service | <input type="checkbox"/> Referral |
| <input type="checkbox"/> Posting | <input type="checkbox"/> Web | <input type="checkbox"/> Career Fair |
| <input type="checkbox"/> Other: | | |