



## *General Maintenance and Groundskeeper Our Lady of the Sioux*

**Department:** Our Lady of the Sioux  
**Supervisor:** Parish Life Coordinator  
**Status:** Part-time 12 hrs a week  
**Classification:** Non-Exempt

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### **MISSION**

*The mission of Red Cloud Indian School, Inc. (RCIS), a Catholic institution administered by the Jesuits and the Lakota people, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota culture.*

*RCIS includes two elementary schools, a high school, The Heritage Center, and six churches on Pine Ridge Indian Reservation in southwestern South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, parishioners, and staff, creating leaders of tomorrow with competence, conscience, and compassion.*

### **Position Summary:**

Having a clean, attractive place for the community of faith to gather will assist the development of a vibrant church. The goal of the Maintenance/groundskeeper position at Our Lady of the Sioux church is to help the church to provide an attractive, welcoming environment in which the church and community activities can take place. The maintenance/groundskeeper does this by keeping the church buildings and grounds clean, safe, functional and in orderly condition.

The Our Lady of the Sioux Church maintenance/groundskeeper reports to the Parish Life Coordinator. The Maintenance/grounds keeper will maintain a flexible schedule, as needed to perform the essential job duties listed below. In addition the Parish Life Coordinator may assign other duties. Working hours are flexible, usually pastoral working days are from Tuesday through Friday.

### **I. Essential Job Functions:**

- Follow a schedule of cleaning instructions for Br. Rene and other buildings when needed.
- Maintain the grounds around the building according to seasonal needs (including cleaning snow or debris from the sidewalks and grounds, yard work removing weeds and brush, moving, and litter pick up.)
- Perform heavy cleaning duties including: cleaning floors, shampooing rugs, washing walls, emptying the grease trap and removing rubbish.
- Performs basic carpentry tasks.



- Routine maintenance activities: changes light bulbs, replace some fixtures, and does minor electrical tasks.
- Opens clogged drains, fixes leaks, and performs other basic plumbing projects.
- Does touch-up painting and repainting of rooms/buildings as required
- Assists with loading or unloading of trucks and moving of furniture/equipment/supplies when required.
- Maintains tools and maintenance equipment in safe working order and keeps the maintenance shop in a clean safe condition.
- Limited supervision in completing all tasks.

## **II. Job Qualifications:**

### **A. Skills and Abilities**

- Must have a valid SD Driver's License.
- Must be a steady and reliable worker.
- Must be able to read and interpret simple instructions and follow simple diagrams/drawings.
- Must be able to perform some tasks independently after being given specific instructions or guidance.
- Must have a general knowledge of basic hand tools, power tools and power equipment utilized in the maintenance department.
- Must be able to operate cleaning equipment, including: a floor buffer, carpet cleaning equipment and equipment for yard work.
- Be Safety minded in performing all tasks assigned.

### **B. Physical Requirements:**

- This can be a physically demanding position.
- Manual dexterity sufficient to use hand tools and to paint.
- Ability to stand, crouch, and climb to perform repairs, use ladders, and perform various types of manual labor.
- Ability to lift up to 50 pounds or more occasionally.
- Vision (with correction) sufficient for reading, performing, and painting.

- C. Employment Requirements:** A qualified individual is one who passes a background check and drug test and can perform the essential functions of the position.

### **To apply:**

**Send completed application and resume to**

**Brenda Bad Heart Bull**, Executive Director of Human Resources

Mahpiya Luta/Red Cloud

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