Melstone Public Schools
PO Box 97, 5 - 6th Ave N
Melstone, MT 59054
Phone: (406) 358-2352
Fax: (406) 358-2346

Job Opening – Head Maintenance/Custodian

Position: Head Maintenance/Custodian
Starting Salary: DOE
Full Time: Year-round
Benefits: Yes
Date: 07/7/2026
Closing Date: Until Filled

Key Expectations:

- Responsible for the cleanliness of the entire school district.
- Requisitions and receives supplies and equipment, and maintains necessary inventories.
- Plans, schedules, directs summer custodial projects in conjunction with Superintendent
- Recommend repairs and refurbishing needs; prepares rough estimates of costs and works with other personnel as needed; schedules and works with various contractors.
- Responsible for custodial equipment and cleaning products.
- Recommend new equipment purchases.
- Along with other personnel, maintains general security of the building.
- Promotes safe working practices and environment
- Establish and maintain effective and cooperative relationships with others.
- Snow removal when necessary.
- Maintain confidentiality of employment/student issues.
- Effectively manage time and responsibilities.
- Works cooperatively with others

Contact: Kevin St. John, District Superintendent
Phone: 406-590-7045
Email: kevin.stjohn@melstone.net

Interested applicants, please submit the following:

1. Letter of Interest
2. Minimum of three (3) recommendations
3. Current resume

Any offer of employment is contingent upon an approved MT DOJ background check.

Melstone Public Schools Mission:
To foster a safe, positive environment which promotes academic excellence resulting in confident, resilient, accountable leaders.