TEMPORARY AIRPORT CUSTODIAN
POSITION DESCRIPTION
HELENA REGIONAL AIRPORT AUTHORITY

General:
Provides cleaning and sanitation services for the Airport Terminal and other Airport-owned or Airport-managed buildings.

This is a full-time temporary position, 40 hours per week, from Nov 23, 2026, through January 15, 2027.

Examples of Work:
Sweeps, mops, sanitizes, waxes, and polishes floors; vacuums carpets; dusts and cleans woodwork, furniture, offices, and office equipment; washes windows, walls, and lavatories; cleans and polishes metal surfaces; empties and cleans wastebaskets, ashtrays, and other receptacles; sorts recyclable materials; replenishes sanitary supplies; and operates floor polishers, vacuum cleaners, and other custodial equipment. Uses appropriate cleaning products and sanitation techniques to keep assigned areas clean and sanitary.

Keeps custodial work areas, supply rooms, and assigned equipment clean and orderly. Tracks janitorial supplies and reports restocking needs.

Follows Airport security procedures and secures assigned areas as directed. Reports unusual conditions or unattended baggage to a supervisor or Airport Operations.

Other duties as assigned.

Special Conditions:
Must be able to work in Airport-owned or Airport-managed buildings without disrupting tenant activities or Airport operations. Work schedules may vary and may include day, evening, night, and holiday shifts.

Must possess a valid Montana driver's license. Must pass required FBI fingerprint and other government background checks applicable to assigned facilities.

Must be able to perform manual custodial work and required lifting. A physical examination may be required.

Minimum Qualifications:
Knowledge of:

Janitorial supplies, cleaning equipment, and proper sanitation techniques.

Ability to:

Clean and sanitize assigned areas.
Operate power cleaning equipment.
Perform manual custodial work and required lifting.
Understand and carry out oral and written directions.
Establish and maintain cooperative relationships with other employees, Airport tenants, and the general public.
Communicate effectively using radio, telephone, and electronic systems.

Experience:
Prior janitorial experience preferred.

Computer experience is required, including email, Microsoft Word, and Excel for routine reports and supply records.

Education:
No minimum requirement; however, a high school diploma or GED is preferred.

Wage:
Starting at $20.00 per hour.

Application Information:
Visit the Helena Regional Airport Authority website at helenaairport.com. Application instructions are available on the Airport Job Openings page.

Employment application: HRAA Employment Application (PDF).