



## **Custodian Position Description**

### **INSTITUTIONAL PURPOSE & VISION**

*Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:*

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

### **VALUES & STANDARDS**

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of **COMMUNITY, FAITH, SERVICE & RESPECT**, and they are expected to reflect them through their daily actions to all other employees, students, and families.

*Cotter Schools challenges you to be the difference*

#### **GLOBALLY LEARNING**

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

#### **FAITHFULLY SERVING**

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

#### **TOGETHER IN COMMUNITY**

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

### **GENERAL SUMMARY**

Cotter Schools is seeking a full-time Custodian to be responsible for the cleaning & upkeep of Cotter buildings & grounds.

## **RESPONSIBILITIES & DUTIES**

1. Maintain a clean & inviting school environment by performing regular cleaning of the buildings and grounds on all Cotter campuses.
2. Maintain proper building security by ensuring that doors are locked and lights are off at appropriate times.
3. Help with upkeep in all areas of the Cotter Campus with duties including by not limited to:
  - Sweep, mop, scrub, dust mop, strip and refinish floors
  - Empty and clean trash and recycling containers
  - Clean classrooms, offices, restrooms, stairwells, glass surfaces, drinking fountains
  - Clean and disinfect restrooms and restock supplies as needed
  - Clean entrances inside and out
  - Snow removal
  - Light bulb changes when needed
4. Set up and tear down for events as necessary
5. Ensure spaces and buildings are locked up and secured
6. Other tasks as assigned by the Director of Operations.

## **QUALIFICATIONS AND SKILLS**

- Be able to lift up to 50 pounds using proper lifting techniques.
- Be able to sit or stand for extended periods.
- Be able to bend body, waist and arms in all directions to perform duties.
- Be able to ascend or descend a ladder while performing maintenance duties.
- Ability to work on knees on a variety of floor surfaces.
- Possess hand/eye/foot coordination adequate to use vacuum, buffer, simple hand tools or other equipment necessary to perform custodial duties.
- Personally respond quickly to emergencies in all areas of the building, assess situation and take appropriate action.
- Possess a valid driver's license.
- Demonstrate a strong positive work ethic.

## **BENEFITS**

- Job Type: Full-time, non-exempt
- Hourly wage of \$15.55-\$16.50 depending on shift.
- This is a 1.0 full-time hourly position. First and second shifts are available with working hours as assigned by the Director of Operations.
- Benefits package including health, dental, life/long-term disability insurance, and pension plan contributions.
- Cotter employee tuition discount:
  - 50% off for grades K-12
  - 20% off for early childhood education

## **TO APPLY**

Applications are available in the Cotter Schools business office, 1115 W. Broadway, Winona, MN. Alternatively, send an e-mail with resume to:

**Anna Koopman, Director of Operations** [akoopman@cotterschools.org](mailto:akoopman@cotterschools.org)