Full-Time Custodian
Role Summary

Title: Custodian	**Department:** Operations
FLSA Status: Non-Exempt	**Classification:** Hourly
Reports to: Director of Operations	**Reviewed:** July 29, 2025

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 infants 6 weeks old through 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, and 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

The custodial staff are responsible for the cleaning & upkeep of Cotter buildings & grounds.

RESPONSIBILITIES & DUTIES

- Maintain a clean & inviting school environment by performing regular cleaning of the buildings and grounds on all Cotter campuses.
- Maintain proper building security by ensuring that doors are locked and lights are off at appropriate times.
- 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
- Set ups and tear downs for events as necessary
- 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 of time.
- 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.

REQUIRED WORK SCHEDULE

- Full-time, 40 hours per week, Monday-Friday.

COMPENSATION AND BENEFITS

- Hourly wage of $16.48 up to $19.57 based on relevant experience.
- Competitive benefit package including Health and Dental, LTD, Life Insurance, Vacation, and matching retirement contribution.

HOW TO APPLY

- Complete our online application at: https://forms.gle/9qbqdc3i7cWyxkxRA.
- Questions about the position(s) you are applying for should be directed to Anna Koopman, Director of Operations at akoopman@cotterschools.org.
- This position is open until filled.