



## **Custodial Worker Maintenance Department**

### **Position Description**

#### **INSTITUTIONAL PURPOSE & VISION**

*Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota that has been guided by Catholic beliefs and values since 1911. As an international learning community, serving grades PK-12, we hold our students to the highest academic standards and challenge each of them to develop their full potential academically, physically, spiritually, and socially. We believe in the intrinsic goodness of all persons, and strive to model the values of faith, service, and community, as we encourage and support our students to become more than they can imagine.*

#### **VALUES & STANDARDS**

At Cotter Schools, because we believe in the intrinsic goodness of all persons, we promote and foster the values of RESPECT, INTEGRITY, and COMPASSION. All employees can expect to receive these values from the administration and other employees, and they are expected to give these to all other employees, students, and families.

- **RESPECT:** We will honor the dignity, privacy, and truthfulness of others.
- **INTEGRITY:** We will be respectful, honest, and truthful in our dealings with others.
- **COMPASSION:** We will extend to others what we have received – mercy, forgiveness, and care.

#### **GENERAL SUMMARY**

Cotter Schools is seeking a full-time second shift **Custodial Worker** to perform cleaning maintenance to the school's building & grounds.

## **RESPONSIBILITIES & DUTIES**

1. Maintain a clean & inviting school environment by performing regular cleaning, and semi-skilled maintenance duties which include but are not limited to: vacuuming, mopping, washing tables, windows, bathrooms, dusting, stripping and waxing floors, preventative maintenance of the buildings and grounds, and snow removal as needed.
2. Ensure proper building security.
3. Help with upkeep in all areas of the Cotter Campus.
4. Maintenance tasks as assigned by the Building & Facilities Services Director.
5. Comply will all school policies
6. Complete all required work in a timely and respectful manner.

## **QUALIFICATIONS AND SKILLS**

- Be able to lift 50 pounds using proper lifting techniques.
- Be able to lift 120 pounds, using proper lifting techniques or equipment.
- Be able to sit or stand for extended periods of time.
- Be able to bend body and arms in all directions to perform duties.
- Be able to ascend or descend a ladder while performing maintenance duties.
- Bend body at the waist to perform maintenance duties.
- Ability to work on knees on concrete, vinyl, and carpet surfaces.
- Personally respond quickly to emergency situations in all areas of the building, assess situation and take appropriate action.
- Must be able to work with minimal supervision
- Ability to work effectively with others and utilize effective team building schools
- Have some basic computer knowledge
- Experience and knowledge of cleaning methods and equipment

## **BENEFITS**

- Job Type: Full-time Non-exempt
- Benefits package including health, dental, life/long-term disability insurance, and pension plan contributions.

## **TO APPLY**

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

**Human Resources Manager**  
[search@cotterschools.org](mailto:search@cotterschools.org)