

Twin Cities German Immersion School Job Description

Job Title: Custodian

Reports to: Director of Facilities

Collaborates with: Custodians

Schedule: 12 Months, 30-40 hours per week

Classification: Hourly

Twin Cities German Immersion School (TCGIS) is a Minnesota public charter school serving 600 students from Kindergarten to 8th grade. TCGIS is dedicated to its mission of “Innovative education of the whole child through German immersion”. The school remains the largest German language school in North America and has consistently been among Minnesota’s most academically successful schools.

Position Summary:

A Custodian is responsible for maintaining the cleanliness and orderliness of our facilities. This includes picking up trash, sweeping, mopping, vacuuming, or using industrial cleaning equipment to clean floors, cleaning and stocking bathrooms, making sure buildings are secure, cleaning windows, and minor building maintenance and repairs.

Responsibilities:

- Mop, vacuum, scrub, dust, and polish throughout the building
- Complete floor maintenance, waxing, stripping, sealing
- Respond to cleanup emergencies in a timely manner
- Clean restrooms and fill dispensers as needed
- Distribute supplies and take inventory
- Assist in assembling and moving furniture
- Mow lawn and help maintain landscaping
- Remove snow on sidewalks and play areas
- Pick up litter and lost items
- Sweep sidewalks and play areas
- Assists with setup and cleanup for special events, conferences and performances
- Assist with fire/lock down drills and securing the buildings
- Completes routine maintenance duties
- Requires a flexible work schedule with some weekends
- Complete all duties as assigned

School Culture:

- Works collaboratively, build strong professional relationships, listen to multiple views and support solution-oriented practices.
- Establishes a structured, positive, and inspiring school culture.
- Creates a culture of equity that values diversity and inclusion.

Required Qualifications:

- Commitment to TCGIS's mission, vision, values & strategic goals.
- Work independently on assigned tasks and schedules.
- Knowledge of cleaning equipment and products
- Establish and maintain a good working relationships with staff
- Walk and stand for extended periods, squat, climb ladders, reach overhead, push lawn mower
- Lift up to 40 pounds repeatedly
- Perform light maintenance
- Initiative and follow-through, be detail oriented and flexible
- Attention to detail
- Ability to work at flexible, quick pace
- Eligible to work in the United States

Working Conditions:

- Physical Ability: Ability to lift up to 50lbs, Lift objects responsibly, twist and turn, climb and bend over, and all other general movement required for cleaning and maintenance.
- Sensory Requirements: Tasks require visual perception and discrimination.

Twin Cities German Immersion School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, or veteran status.