



JOB DESCRIPTION

JOB TITLE

Night Shift Custodian

FTE/HOUR ALLOTMENT

20 hours per week / 0.5 FTE

REPORTING STRUCTURE

Supervised by: District Facilities Manager

Reports to: In-Person Principal

MISSION ALIGNMENT

Our Mission: To grow environmentally literate, community-impacting learners of excellence.

Our Vision: CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

DEPARTMENT/PROGRAM

In-Person School

JOB SUMMARY/PURPOSE

Responsible for the overall care, safety, and cleanliness of the school classrooms. The Night Shift Custodian role is integral to the smooth and successful cleaning operations of the entire campus to maintain a clean campus environment for our students and staff. They are heavily involved in the safe, smooth, and successful day-to-day operations of the school.

The Night Shift Custodian is expected to be committed to and exemplify the values of the school. The Night Shift Custodian maintains a calm and professional demeanor at times that are unpleasant or changing. They are also a team player who is able to adapt quickly to change, understands the importance of punctuality/faithfulness, and has an eye for detail.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by relying on you and the other staff to maintain a clean and safe learning environment for students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties and Responsibilities:

- **Be reliable and available for their shift on a consistent basis**
- Supports the vision, mission, and goals of the school
- Works with integrity, is a hardworking team player, and focuses on student-centered actions
- Works well mostly alone or with the team
- Maintains confidentiality per FERPA
- Demonstrates understanding of and diligent action in faithful/responsible stewardship of the school community and resources.
- Works with the school community to enhance a positive school culture via a tidy, appealing, and clean building
- Greet all who approach campus in a friendly, professional manner
- Promotes a pleasant manner with staff, students, and visitors
- Assist with assigned duties during emergency drills, procedures, and actual incidents
- Accept requests from staff to take on minor tasks in the building/classrooms.
- Notify the Facilities Manager of any issues that need attention, fixing, or replacing.
- Knowledge of the inventory of cleaning and maintenance supplies and other equipment.
- Comply with annual MCA testing requirements (must review the self-learning module pre MCA testing time)

SUMMER HOURS: There are no hours available during the summer months when school is out.

Adhere to the following cleaning specifications

CLASSROOMS:

Daily - 5 Days Per Week:

Empty all trash and replace liners

Properly position all furniture

Vacuum all carpeted areas and/or damp mop hard floors

Dust or wipe student desks and open areas of the teacher's desk

Follow Covid Protocol if in place or necessary

Empty recycling bins if needed

IMMEDIATELY CONTACT the Facilities Manager of any issues or repairs needed

Weekly:

High and low dusting/wiping: including whiteboards, ledges, and cabinets

Remove fingerprints and marks from light switches, door frames, handles, and other traffic areas

Disinfect and clean the sinks, handles, and faucets in classrooms

Monthly:

Detail vacuum all carpeted corners, edges, and under items (trash, chairs, desks, etc)

Wipe down ceiling vents

Dust window coverings and window sills, if applicable

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** of students, families, and staff
- **Excellence:** safe, secure, and exciting programming
- **Learning:** supplemental learning from the day
- **Integrity:** doing the right thing
- **Community:** assist with community family childcare needs

REQUIRED QUALIFICATIONS

- **Education:** HS or GED may be required; must be trainable
- **Experience:** Limited experience needed, as you will receive training on all equipment and cleaning supplies
- **Knowledge/Skills:** Physical demands of bending over, vacuuming, dusting, etc. are all needed for the entire shift. Lifting is limited to 30 lbs.
- **Personal attributes:**
 - Punctuality and dependability is critical for this position
 - Commitment to environmental education and community impact
 - Excellent communication and relationship-building skills
 - Organized, patient, and knowledgeable

PREFERRED QUALIFICATIONS

- 1-3 years in the cleaning industry
- History of working unsupervised during your shift
- Military background

WORKING CONDITIONS

All requirements will be performed indoors and out of the elements, using equipment and cleaning supplies that are safe and easy to operate.

DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. CCS is an equal opportunity employer committed to building an inclusive community of educators.

TERMS OF EMPLOYMENT

- **Agreement:** At-will employment agreement (Crosslake Community School is a Minnesota public charter school operating under Minn. Stat. § 124E).
 - **Schedule:** 4 hrs per day between 3:30 and 10:00 pm
 - **Position Type:** In-person, classified hourly / non-exempt under FLSA. Eligible for overtime if hours exceed 40 in any workweek.
 - **Technology Requirements:** Must maintain and regularly update Google Calendar; CCS uses Google Workspace.
 - **Meeting Requirements:** Weekly check-in with the District Facilities Manager; in-person staff meetings as scheduled
 - **Salary Range:** Starting Wage \$23.00/hour
 - **Benefits:** Per CCS staff benefits policy for full-time hourly positions, including health insurance eligibility, retirement (PERA as applicable), and paid leave.
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- If interested, please send a resume and letter of interest to [hiring@crosslakekids.org](mailto: hiring@crosslakekids.org).

Board Approval Date: _____