



Job Title	Custodian
Reports To	Operations Director, Operations Coordinator, Facilities Manager
Supervises	None
Status	Full-time, Non-Exempt, 40 hrs/week, Monday - Thursday 12:00P.M. -8:00P.M., Year-Round

Hiring for 2023 - 2024 Academic Year

**Position Summary:**

Spero Academy is looking for a knowledgeable, responsible custodian to maintain and protect our facilities. It is important for a custodian, or janitor, to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism. The ideal candidate will be experienced in a custodian role focused on building upkeep. A keen eye for detail and diligence are also imperative in custodial maintenance jobs.

**Responsibilities include:**

- Preparing and Setting up for school events/activities
- Emptying Trash and Recycle bins
- Tidying/moving furniture and cleaning surfaces
- Sweeping and mopping floors, vacuuming/shampooing carpets
- Cleaning and sanitizing restrooms and restocking disposables
- Other duties as assigned

**Qualifications, Knowledge, Skills and Abilities:**

- Proven experience as custodian, janitor or in a similar role.
- Minimum 1 year experience in general maintenance and/or custodial/cleaning services.
- Knowledge of use and maintenance of industrial cleaning equipment/appliances/landscaping equipment.
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Professional manner and positive attitude.
- Collaborate professionally with other team members.
- Excellent Time management, problem solving, planning and organizational skills.
- Ability to prioritize projects/tasks and assume accountability for their completion.
- Self-motivated and able to work with limited supervision.
- Ability to maintain confidentiality in accordance with local, state and federal laws.
- Ability to meet and maintain a “not disqualified” rating when reviewed for a background check.
- Ability to lift up to 50 pounds on occasion.
- Ability to work indoors/outdoors in all weather conditions.
- Successful completion of pre-employment requirements such as reference and background checks.
- Ability to work in an educational environment



**Education:**

- Associates Degree is preferred
- High School Diploma

**Benefits:**

- Medical Insurance
- Vision Insurance
- Dental Insurance
- Life Insurance
- PERA Retirement Contributions

Send resume and application to:

Minneapolis Campus  
Spero Academy  
Attn: Human Resources  
2701 California Street NE,  
Minneapolis, MN 55418  
hr@spero.academy

BIPOC, Veterans, LBGTQIA2S+, and People with Disabilities are encouraged to apply.

This position description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the employee a general sense of the responsibilities and expectations of their position. As the nature of business demands change, so too, may the essential functions of this position.

EOE/AA

