



WHITE EARTH TRIBAL & COMMUNITY COLLEGE

GAAWAABAABIGANIKAAG GABEGIKENDAASOWIGAMIG

Custodian

Position Information

Under the supervision of the Facilities Manager, custodians work to create a clean, orderly, and safe environment by performing a wide variety of cleaning and maintenance activities on buildings. Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels.

Duties & Responsibilities:

1. Performs general, routine custodial duties to include sweeping, dusting, mopping, scrubs and vacuums floors of WETCC buildings, on a daily basis using cleaning solutions, tools and equipment.
2. Gathers and empties trash receptacles. Places recyclable items e.g., paper, plastic and glass, in appropriate containers.
3. Cleans or polishes walls, ceilings, windows, building fixtures using cleaning equipment and a variety of hand and power tools.
4. Notifies supervisor concerning need for major repairs or additions to building operating systems.
5. Assist with grounds as needed.
6. Maintains cleaning and maintenance equipment and performs minor routine painting and plumbing.
7. Applies waxes or sealers to floors.
8. Transports items between buildings.
9. Inventory and stock supplies as needed.
10. Assist with campus events which will include set up and take down. Assist outside groups coming on to campus with their set up and take down.
11. Lock and unlock the buildings.
12. Participates in professional development activities and serves on college committees that support the goals and mission of the college.
13. Performs minor building maintenance duties when needed.
14. All other duties assigned as related to position.

Work Schedule:

Academic Semesters-Monday – Thursday, 12:00 pm – 8:30 pm & Fridays 8:00 am – 4:30 pm

Summer hours-Monday – Friday, 8:00 am – 4:30 pm

Advertised Salary: \$16.00/hour.

Minimum Qualifications:

High School diploma/ GED or working towards your GED.

Six months of work experience in general or building maintenance required.

Knowledge, Skills & Abilities:

- General knowledge of plumbing or mechanical/maintenance.
- Different types of flooring/floors covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.
- Chemical cleaning agents such as ammonia, bleaches, scouring agents and soaps sufficient to appropriately select the agent(s), handle and apply, and dispose of safely.
- Methods, tools, and equipment used in maintenance sufficient to use effectively and operate safely and to make minor repairs.
- Strong interpersonal skills.
- Ability to communicate effectively through written and oral correspondence.
- Ability to apply problem solving techniques.
- Ability to be a team player.
- Ability to lift up to 50 lbs.
- With regard to social media such as Facebook, Twitter, LinkedIn, YouTube, representation of the employee's personal opinions as being endorsed by the college or any.

Applicant Materials Required: Resume, cover letter, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at www.wetcc.edu.

Benefits:

WETCC offers a comprehensive benefits package for full-time employees, including Company-paid life and disability. Other benefits include Health, Dental, H.S.A. with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA. The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which both start from the date of hire. WETCC has 17 paid holidays a year.

About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible [Indigenous] and non-[Indigenous] residents of the area..."

Accredited by The Higher Learning Commission

Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision – *Giaa-miinigoowizid Anishinaabe Gibimiwidoomin niigaanakeyaa* – “We all are carrying into the future the way the Anishinaabeg was gifted.”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, marital status, disability, or any other characteristic protected by law.