



INTERNATIONAL INSTITUTE  
*of Minnesota*

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**Position:** Custodian

**Department:** Administration

**Reports To:** Operations Manager

**FTE:** 1.0 FTE

**Pay:** \$40,000 plus benefits

**FLSA Status:** Non-Exempt

### **Organization Description**

The International Institute of Minnesota (IIM) provides comprehensive services to New Americans in our community so that they can realize their dreams and ambitions. The Institute has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 13,000 New Americans achieve U.S. citizenship since 2001. The Institute has experienced exponential growth in the past decade, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. The New American community is growing in Minnesota, the Institute's programs continue to grow and be responsive to their needs.

### **Position Description:**

Work with part-time custodian to keep the building clean and safe for staff, clients, students and other visitors to IIM. Work with the Operations Manager to keep the building and all equipment in good functioning order.

Areas of Service: Entire Building - Entryway, common areas, offices, meeting and classrooms (weekly), kitchens and restrooms, outside grounds and utility room.

### **General Cleaning**

- Empty all waste and recycling receptacles, change liners as needed and place for disposal
- Dust flat surfaces such as chairs, ledges, pictures and windowsills
- Spot clean entrance and partition glass
- Vacuum entry matting and carpeted areas
- Weekly (or more frequently if needed) –damp mop all tiled floors
- Clean kitchen and lunchrooms at least weekly

### **Restroom Maintenance**

- Clean all toilets, urinals, sinks, walls around sinks, towel dispensers and soap containers – daily
- Dust horizontal surfaces
- Empty all waste and recycling receptacles, change liners as needed and place for disposal
- Wet mop all floors with detergent/disinfectant solution

- Replenish all paper and soap supplies – daily

#### **Grounds Maintenance**

- Water and care for yard and landscaping as needed – weeding etc.
- Shovel walkways and apply salt/sand as needed

#### **Other Duties**

- Room set-up and take-down for room rentals as needed (AV knowledge a plus)
- Maintain inventory of building maintenance/cleaning supplies
- Maintain storage areas inside and outside
- Change light bulbs and ballasts
- Maintaining and repair building and building equipment as needed
- Other duties as assigned or needed

#### **JOB SKILLS AND REQUIREMENTS**

- **Interpersonal Skills:** the ability to work in a multicultural workplace and have respect for all staff and clients.
- **Mechanical Skills:** need to understand and maintain custodial equipment (vacuum cleaners) and fix small building problems, like leaky faucets, toilets and other maintenance issues as needed.
- Understand maintenance needs of a large building.
- Ability to fix building and equipment issues and problems as needed.
- Ability to lift heavy objects and spend most of your time on your feet.
- Must have a vehicle and be able to drive with valid driver's license and current auto insurance.

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**To apply:** Submit **cover letter and resume to Nalee Vue, Human Resources Generalist via email (nvue@iimn.org). *No phone calls or walk-ins please.*** Position is open until filled.