



Facilities Custodian/Groundkeeper

Overview

The Facilities Custodian/Groundskeeper performs work in the areas of general maintenance, upkeep and cleaning of Gift of Life Transplant House Campus. He/she will also assist with yard work, general upkeep of the garages and landscaping. The employee must be flexible to do whatever work is needed to accommodate the guests and to support the mission of the Gift of Life Transplant house.

Job Description

Essential Duties

- Operate all maintenance equipment
- Perform routine maintenance and cleaning of the interior and exterior of Gift of Life buildings
- Pick up/disposal of trash & recycling contents from kitchens
- Vacuum, mop, buff all kitchen, dining room, and hall floors
- Wash outside windows and screens
- Supply dish sterilizers with chemicals
- Maintain Campus grounds to include but not limited to: mowing, fertilizing, aerations, weeding, raking, landscaping and snow removal
- Perform minor repairs; Change light bulbs and batteries throughout the facilities.
- Use basic carpentry tools
- Complete work in a prompt responsive time frame
- Regular and reliable attendance is required

Other Duties

- Follow the rules of Gift of Life Transplant House (ex; no smoking, drinking on GOL campus)
- Comply with Gift of Life Transplant House policies and procedures
- Other duties as assigned

Qualifications

- Two years' experience in facilities position
- Self-motivated, detail-orientated and organized
- Able to work independently and as part of a team
- Respect and maintain confidentiality of all guests, staff, volunteers and board members
- Interact professionally with staff, guests, and volunteers
- Ability to understand written and verbal instructions
- Read and understand English
- Valid Minnesota Driver's license and a safe driving record free from any major traffic violations and updated insurance
- Must pass a pre-employment testing

Physical Demands/Working Conditions

- The employee will be required to see, hear and use hands and fingers.
- Must be able to sit, stand, walk, bend, carry, kneel, stretch, stoop

- Must be able to lift or move up to 50 lbs.
- Work is performed both indoors and outside conditions
- Must be able to climb ladder and work on scaffolding
- Exposure to a variety of chemicals & cleaning agents on a regular basis

Reports to: Facilities Manager
FLSA Status: None Exempt
FTE: 1