



Circle of Life Academy

35223 Mission Road
PO Box 447
White Earth, MN 56591
P:(218) 983-4180 F:(218) 983-3767



"Our Circle of Life Academy is immersed in Anishinaabe Mino-Bimaadiziwin for our children and community while providing the highest quality of education"

Job Announcement

Position: Maintenance/Custodian

Open: 04-28-2025

Location: W.E. Circle of Life Academy

Close: 05-09-2025

Pay: \$18.52/hr.

Benefits: Full

Status: Full Time

Circle of Life Academy is seeking a qualified candidate to ensure the maintenance and cleaning of the Circle of Life Academy's facility and grounds.

Outcomes:

- Engage in building maintenance and janitorial services.
- Complete various jobs and preventative maintenance tasks to ensure a safe school environment.
- Perform maintenance and custodial tasks satisfactorily.
- Assist Facilities Manager on work orders and maintenance requests to keep facilities and grounds in a safe and clean order.
- Carry out policies and procedures to facilitate proper maintenance and cleanliness of facilities and grounds.
- Maintain maintenance and cleaning schedules of facilities and related equipment.
- Review maintenance schedules and procedures to ensure compliance.
- Keep building and maintenance systems functional and compliant.
- Keep facilities in compliance with Green Cleaning Leeds requirement.
- Reviews maintenance schedules, with Facilities Manager, for all building and equipment.
- Ensures proper use and care of such equipment.

Knowledge, Skills & Abilities:

- Knowledge of maintenance procedures.
- Knowledge of janitorial principles and practices.
- Knowledge of school rules, policies and procedures.
- Knowledge of facility and grounds equipment.
- Knowledge of cleaning supplies and procedures.
- Skill at cleaning and maintenance of facilities and grounds.
- Skill at managing contracts with various companies.
- Skill at communicating orally and in writing.
- Ability to concentrate on a task for extended periods of time.
- Ability to function professionally in stressful situations.
- Ability to delegate and participate in tasks related to the upkeep of a school facility and grounds.

Qualifications include:

- High School diploma or GED preferred, but not required.
- Minimum of six (6) months experience in facility maintenance.
- Must have six (6) months experience operating computers and software.
- Must have and maintain a valid Minnesota Driver's License for travel between sites and other business-related destinations.
- Must pass a criminal history background check and drug screening.

Send applications to:

Circle of Life Academy
Attn: Human Resources
P.O. Box 447
White Earth, MN 56591

Download applications at: www.whiteearth.com