



## Dakota Woodlands Position Description Facility Custodian

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<b>Job Title:</b>	Facility Custodian
<b>Department:</b>	Operations
<b>Reports to:</b>	Deputy Executive
<b>Supervises:</b>	None
<b>Hours:</b>	Non-exempt, Full-Time or Part-Time
<b>Pay Rate:</b>	\$17.00/hour

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### Organizational description

Dakota Woodlands is a nonprofit human services organization located in Eagan, MN that provides shelter and supportive services to homeless women and their children. Dakota Woodlands offers a safe and friendly environment for families to transition from being homeless to finding sustainable and independent housing. Clients staying at Dakota Woodlands receive nutritious meals, private bedrooms, personal care products, seasonal clothing, and an opportunity to learn life-building skills through an educational curriculum which helps them be successful on their own.

Dakota Woodlands is committed to practicing diversity, equity and inclusion as an organization, and embedding this approach in everything that we do. We welcome candidates who identify as BIPOC, LGBTQ, and people of all genders.

### Position Overview

Dakota Woodlands seeks a responsible, dedicated, and trustworthy individual to maintain the cleanliness and organization of Dakota Woodlands' building and its grounds. This individual will ensure the property is clean, well-maintained, and safe for our residents, staff, and volunteers.

### Areas of Responsibility:

- Responsible for a regular cleaning and maintenance schedule for facility and equipment.
- Maintains external needs of the facility, including yardwork, snow removal, automotive, garage and other external items.
- Makes minor repairs to buildings and equipment.
- Anticipates facility needs and forwards information to supervisor or Executive Director in a timely manner.
- Prepares for, and assists, with volunteer involvement in facility needs.
- Reports any building, health and safety concerns to supervisor.
- Serves as a team member and performs tasks both apparent and delegated.
- Other duties as assigned.

### Qualifications:

- Significant experience in general building maintenance.
- A valid Minnesota Driver's license.
- Experience working with people of diverse economic, religious, cultural, gender backgrounds.
- Ability to work individually and as a team member is desired.

**To Apply:** Email cover letter and resume to [nicole@dakotawoodlands.org](mailto:nicole@dakotawoodlands.org). Applications will be reviewed as received and opportunity will be closed when a qualified candidate accepts the position.