

University of Wisconsin - Parkside

- B. **Job Title:** Custodian
- C. **Hourly or Salaried:** Hourly
- D. **Shift /Hours of Position:** First Shift 8 a.m. – 4:30 p.m., Tuesday to Saturday
- E. **Number of Subordinates:** None
- F. **Essential Job Functions, knowledge, abilities and skills:**

1. Essential Job Functions:

- | <u>TIME %</u> | <u>GOALS AND WORKER ACTIVITIES</u> |
|---------------|---|
| 85% | Maintain the cleanliness of the residence hall and its furnishings.
A1. Use power equipment and/or manually sweep and clean office areas, conference rooms, laundry room, lobby, hallways, lounges, and entryway stairs.
A2. Collect and dispose of trash and recyclable materials.
A3. Replenish rest room supplies.
A4. Use power equipment to vacuum and/or shampoo floors and upholstered furniture.
A5. Clean light fixtures and replace bulbs.
A6. Wash windows, walls, dry erase boards, tables, and stair handrails.
A7. Clean and polish fixtures and furnishings.
A8. Use power equipment and/or manually strip, scrub, seal, and wax floors as required. |
| 5% | Maintain custodial equipment and supply closets to insure smooth custodial operations.
B1. Learn the operation of custodial equipment and periodically inspect for needed repair.
B2. Report any needed repairs to the Residence Life Office.
B3. Maintain an orderly stock of supplies in supply closets. |
| 5% | Prepare area for events.
C1. Transport furnishings as necessary. |
| 5% | Miscellaneous Duties
D1. Recognize routine problems and perform required routine maintenance.
D2. Maintain accurate records and reports.
D3. Participate in periodic training sessions.
D4. Remove snow from walks to allow access to buildings.
D5. Perform other tasks as assigned. |

2. Required Knowledge, Abilities and skills

- Physical strength and stamina necessary to perform required work – able to bend, stoop, kneel, move furniture, and work on feet for long periods of time.
- Ability to use basic computer applications including email and
- Willingness to accept supervisor's suggestions.
- Aptitude to learn from oral instruction by listening and asking questions.
- Aptitude to learn functions and use of standard cleaning implements.
- Able to read work instructions and schedules, warning signs and instructions for equipment operation.
- Able to work within a team atmosphere, include working well with other custodians and student staff members.

- Knowledge of proper methods, materials, and equipment used in a variety of building cleaning, sanitizing and preservation work.
- Willingness to perform repetitive tasks.
- Acceptable attitudes toward type of people encountered on the job.

G. Marginal Job Functions

- Prepare residence life public areas for special events.
- Routine repair of custodial equipment.

H. Responsible for Money, University funds, or accounts which hold financial information?
No

I. Ergonomic Requirements:

- Frequent lifting and bending.
- Must be able to lift at least 75 pounds.
- Walking between various parts of the building is required.
- Frequent back and forth motion of arms required for vacuuming.
- Frequent pushing/pulling of various sized carts.
- Must be able to reach above head to clean high areas.
- Frequent up and down motion of the upper arms required for cleaning.
- Must be able to shovel snow.

J. Qualifications:

- Age eighteen or high school graduation or successful completion of a recognized high school level general education development test.
- Previous custodial experience preferred.
- Ability to read written directions without assistance.
- Sensitivity to, or effective demonstrated experience in, working with a diverse population.

K. Equipment to be used on the job: Put an "F" by tools used frequently, an "O" by those used occasionally, or an "R" by those used rarely or infrequently.)

1. **Tools:** Vacuum – F Broom/Mop – F Window washing equipment – O
Shower cleaning equipment – F Screwdriver – O Scrapper – F
Hand cleaning equipment – F

2. **Large Machinery:** Carpet cleaner – O Large vacuum – F

3. **Electrical Equipment:** Vacuum – F Carpet Cleaner - O

4. **Chemicals:** Cleaning supplies, Floor stripper and wax, Carpet Cleaning supplies

L. Additional Information:

This position works primarily in the student living areas of the residence halls. This position is required to follow a detailed time schedule.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Organizational Charts

Residence Life

