

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., Monday to Friday
- E. Number of Subordinates: None
- F. Essential Job Functions, knowledge, abilities and skills:

1. Essential Job Functions:

TIME %

GOALS AND WORKER ACTIVITIES

- 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: _____

Office of Residence Life

Organization Chart

