

University of Wisconsin - Parkside

- B. **Job Title:** Custodian
- C. **Hourly or Salaried:** Hourly
- D. **Shift /Hours of Position:** Second Shift 2 p.m. – 10: 30 p.m., Tuesday-Saturday, some overtime may be required
- E. **Number of Subordinates:** None
- F. **Essential Job Functions, knowledge, abilities and skills:**

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1. **Essential Job Functions:**

- | <u>TIME %</u> | <u>GOALS AND WORKER ACTIVITIES</u> |
|---------------|---|
| 75% | Maintain the Student Center in a clean, sanitary and pleasant condition.
A1. Sweep, mop, scrub, strip, seal and wax floors.
A2. Clean and polish fixtures and furnishings.
A3. Wash windows, walls, chalkboards and tables.
A4. Use power equipment to vacuum and/or shampoo floors and upholstered furniture.
A5. Clean light fixtures and replace bulbs.
A6. Collect and dispose of trash and recyclables.
A7. Remove snow from walks and drives.
A8. Perform other standard cleaning procedures as required. |
| 10% | Prepare for scheduled events and functions.
B1. Transport and/or rearrange furnishings.
B2. Set up and/or remove audiovisual or other special equipment.
B3. Assist clients with final preparations for events and functions. |
| 5% | Maintain building and equipment in a functional and visually acceptable condition.
C1. Deliver and set new equipment and furniture
C2. Inventory and surplus items as directed.
C3. Tag and/or stencil equipment and furniture as directed.
C4. Relocate furniture and equipment as necessary.
C5. Perform preventative and corrective maintenance as directed. |
| 5% | Maximize benefit and minimize cost of supplies and equipment.
D1. Operate custodial equipment properly.
D2. Perform preventive/corrective maintenance on custodial equipment as required.
D3. Report any needed repairs.
D4. Maintain an orderly stock of supplies in supply closets. |
| 5% | Miscellaneous Duties
E1. Recognize routine problems and perform required routine maintenance.
E2. Maintain accurate records and reports.
E3. Participate in periodic training sessions.
E4. Other duties 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.
 - 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.
 - 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

- Inventory/Tagging of new equipment and furniture.
- 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.
- Ability to work effectively in a diverse, multicultural environment

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 in the student union, which is open to students, staff and the community. This position must be sensitive to the needs of our customers and must respond to custodial issues in a timely manner. This position is required to follow a detailed time schedule.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

