

University of Wisconsin - Parkside

B. Job Title: Custodian

C. Is this Position Hourly or Salaried? Hourly

D. Shift & Hours of Position: 5am-1:30pm, Monday- Friday; 10pm-6am Sunday – Thursday; 1:30pm – 10pm, Monday - Friday

E. Number of Subordinates (if applicable): 0

F. List of Essential Job Functions, Knowledge, Abilities, and Skills:

Must have the physical strength and stamina to perform required work. Must be able to bend, stoop, kneel, move furniture and work on feet for long periods of time. Must have the aptitude to learn from oral instructions by listening and asking questions.

Must have the aptitude to learn function and use of standard cleaning implements.

Must be willing to accept supervisor's suggestions.

90% OBJECTIVE A: Maintenance of campus buildings and furnishings to provide an environment conducive to the educational process.

A1. Operate power equipment/manually sweep and clean offices, classrooms, bathrooms, hallways, stairs and elevators.

A2. Operate power equipment/manually mop and wax floors and hallways.

A3. Collection of waste and recyclable materials including their placement in proper receptacles or collection sites.

A4. Wash windows, walls, chalk boards and stair risers.

A5. Replenish restrooms with building supplies,

A6. Clean lighting fixtures and replace light bulbs.

A7. Operate power equipment to shampoo carpeting and clean upholstered furniture.

A8. Wash and dust furniture routinely, as needed.

A9. Remove snow from walls and drives to allow access to buildings.

A10. Detail cleaning: Detail duties, i.e., dust shelving, paintings, and wall hangings, dust/clean blinds, wash doors, walls and handrails as needed.

(Semi-annually minimum)

3% OBJECTIVE B: Maintenance of custodial equipment and supply closets to insure smooth operation and continuous maintenance in one's assigned area.

B1. The operation of custodial equipment with regular cleaning and inspections for adjustment and repair. (Notify supervisor in writing.)

B2. Maintain an orderly stock of supplies in supply closets for distribution.

5% OBJECTIVE C: The ability to recognize problems and perform required routine maintenance in order to take the appropriate corrective action.

C1. Coordinate work schedules to fit into daily activity or assigned area and establishes a routine.

C2. Participate in training session on operation of equipment and maintenance methods.

C3. Notify superior of equipment and facilities in need of repair.

C4. The ability to communicate and work with management and the occupants of assigned areas to insure a high degree of cleanliness proper waste handling

2% OBJECTIVE D: Performance of other maintenance operations as directed by Supervisor.

D1. Maintain simple records and make reports on activities as needed.

D2. Move furniture and equipment as required.

D3. Assist other crew members with supervisor's permission, expediting big cleaning duties. Ability to work as a team member.

**G. List of Marginal Job Functions:
Strip or scrub and refinish hard surface floors
Clean carpet
Prepare areas for special events**

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

I. Ergonomic Requirements:

(i.e.: excessive mobility to make deliveries on campus, climbing ladders, extensive computer use)

Frequent lifting and bending

Must be able to lift at least 75 pounds

Walking between various parts of the building

Frequent back and forth motion of arms required for vacuuming

Frequent pushing and pulling of carts

Must be able to reach above head to clean

Frequent up and down motion of upper arm required for cleaning.

Must be able to shovel snow

Must be able to stoop and kneel.

Be on your feet for long periods of time

Must be able to climb ladders

Must be able to perform task requiring repetitive motion

J. Qualifications:

***Required:* Previous custodial experience preferred.**

The ability to read and understand written directions without assistance

Must be 18 years of age or older

Must have graduated high school or equivalency

Preferences:

K. Equipment to be used on the job:

(By each piece of equipment, put an "F" for frequent use, an "O" for occasional use, or an "R" for rare use.)

1. Tools: (power or manual tools)

Vacuum - F, Dust-mop - F, Wet Mop - F, Window washing equipment - O, Screwdriver - R, Scraper - O

2. Large Machinery: (includes vehicles)

Pressure washer - R, Auto scrubber - R, Rotary scrubber - R, Vacuum cleaner - F, Carpet cleaner - O, Rotary scrubber - O

3. Electrical Equipment: (i.e.: floor buffer, includes office equipment)

Same as number 2

4. Chemicals: (includes cleaning supplies, lab chemicals, hazardous waste)

Cleaning supplies, floor stripper, wax and carpet cleaning supplies, Restroom cleaner, acid bowl cleaner and descaler

L. Additional Information:

This position works primarily in campus classrooms, restrooms, offices, Library and Sports and Activity Center

M. Organizational Chart - must be attached