

Facilities, Floor Care, & Custodial Student Staff

Position Description

Office of Residence Life

UW-Green Bay



Position Summary Statement:

The Office of Residence Life serves over 2000 students who reside in 26 residence halls and apartments, and over 2500 summer guests. The Facilities Operations Staff position assists the Office of Residence Life in fulfilling its mission to provide clean and attractive housing to students and guests. In either the part-time position (academic year) or the full time position (summer), employees are responsible for various duties including cleaning of residence hall public areas, grounds maintenance and clean-up, floor maintenance, and various preventative maintenance duties.

Dates of Employment:

This position offers the opportunity for employment up to 40 hours per week from May 13, 2017 through August 30, 2017. Lead worker staff will begin employment on May 6, 2017 and must be available for the entire summer or academic year.

Responsibilities:

1. Provide cleaning and light maintenance services to one or more of the apartments, residence halls on campus, or the Community Center.
2. Clean common areas including lounges, hallways, kitchens, and meeting areas, to include but not limited to vacuuming, trash and recycling removal, cleaning kitchen areas, cleaning windows, and other surfaces.
3. Employees will be responsible for maintaining attractive and acceptable grounds around the facilities by performing duties including but not limited to trash pickup, snow shoveling, and landscaping.
4. Attend mandatory monthly staff meetings, in-services, and special training sessions before and during period of employment. Training will be held prior to the start of work.

Summer Staff Responsibilities:

1. Serve on one or more staff teams including carpet cleaning, maintenance, room cleaning, and grounds maintenance. These teams will clean residence hall rooms and apartments, perform painting projects, maintain landscaping, and clean bathrooms, windows, lights, vents, and laundry areas, etc..
2. Work hours during the summer months will be full-time with some weekend and evening work, and may include some holidays. If an absence is foreseen, arrangements must be made in advance with the supervisor.

Academic Year Staff Responsibilities:

1. Academic year staff: student staff members will be expected to complete a Staff Grade Inquiry Form during the fall and spring semesters. Forms will be provided by supervisory staff a minimum of 2 weeks prior to the submission deadline. Student staff members who drop below the 2.0 minimum standard for semester or cumulative, may be released from their position or placed on employment probation

Miscellaneous Responsibilities:

1. Act as a positive representation of the Office of Residence Life and The University.
2. Understand, abide by, and enforce all University and Residence Life policies and procedures. Report any violations of Residence Life or University policy.
3. Other duties as assigned.

Expectations:

1. Dress appropriately for work. Dress should be neat, professional, and always include Facilities Operations Staff shirt or nametag. Cut-off shirts, shirts with holes, short shorts, and halter-tops are not allowed. Shoes must be worn at all times (no sandals).
2. Conduct yourself in a professional manner by being a positive representative of Residence Life. The following activities are not permitted: alcohol consumption, tobacco use (except on breaks), and sexual harassment. Behavior of this nature should be reported to Residence Life Staff immediately.
3. Keep all Facilities Operations work areas neat and professional in appearance including the Maintenance Shop and the custodial closets located in each building. When at work, backpacks and other personal belongings must remain in the shop.
4. Be prompt for work shifts, meetings, training, or any other scheduled event. Breaks must be taken in the designated areas (not in the facilities). Missed shifts may result in termination.
5. Participate in positive, constructive relationships with coworkers, supervisors, and students. Provide positive feedback when necessary and be informative of any issues pertinent to coworkers and supervisors. Take initiative by suggesting improvements to processes and procedures.
6. Implement safe and appropriate behavior at the worksite to prevent accidents or damage to equipment. If an accident does occur, it must be reported to your supervisor immediately.
7. Safety goggles, hearing protection, or gloves will be issued to you as required. Other safety equipment will be assigned as needed. Use the proper equipment, safety gear, and procedures when performing work duties. Any concerns regarding safety must be reported to your supervisor immediately.
8. Remain alert on the job at all times. Radios are allowed. Volume must be kept at a reasonable volume and content should be appropriate for a professional work environment. Earbuds, Headphones, or similar personal listening devices are not permitted. Cell phones must not be used except during break or lunch periods.
9. Maintain open-mindedness and a positive attitude toward the Facilities Operations Staff position and be responsible for all job responsibilities as outlined in this position description or as assigned.
10. Work as a unit and loyal member of a team with the entire Residence Life Staff. Actively promote the Residence Life program by supporting the mission and philosophies of the Office of Residence Life, Facilities Operations, and the University of Wisconsin - Green Bay.
11. Perform all duties at or above the standards that are expected, always striving for excellence.

Qualifications:

1. Excellent interpersonal skills, ability to communicate and collaborate with staff and students.
2. Must be able to perform physical labor such as cleaning and lifting (up to 50 pounds).
3. Must be able to climb stairs in buildings (some with elevators and some without).
4. Capacity to be deadline-driven and resourceful in the position.
5. Ability to work independently, with great attention to detail, while maintaining the commitment to working as part of a team.
6. The ability to maintain confidentiality, to exercise sound judgment, to provide recommendations, and to troubleshoot problems in accordance with Residence Life, Facilities Operations, and University Policy and Procedures.
7. Availability, up to 50 hours per week, with flexibility to work evenings and weekends.
8. Satisfactory criminal background check and completion of all required hiring paperwork is required.

Compensation:

1. Academic Year student staff will receive a competitive wage of \$9.00 per hour.
2. Summer student staff will receive \$9.25 per hour. Student "Lead" staff will receive \$9.75 per hour.
3. Summer student staff & Student "Lead" staff will be eligible for a 50% qualified employee discount on summer student housing at UW-Green Bay. Departure from employment prior to the end of the employment term will result in a pro-rated nightly charge for the remainder of housing at the full summer rate.