

**Winter Break Custodial**

**Position Description**
Housing and Residential Education
UW-Green Bay

**Position Summary Statement**:

The Winter Break Custodial staff serves Housing and Residential Education by clean vacant spaces to prepare for the arrive of new spring residents. Additional duties include: Cleaning common areas in all apartments and residence halls, floor care, snow removal, light maintenance, and other projects as needed. Additional duties and floor care will be assigned once vacant spaces have been cleaned and as time allows based on work load.

**Custodial Responsibilities:**

1. Deep cleaning of vacant spaces/apartments/rooms for the arrival of new spring arrivals.
2. Cleaning and light maintenance services to the apartments, residence halls, Community Center, or Maintenance Shop.
3. Cleaning common areas including lounges, hallways, kitchens, laundry rooms and meeting areas to include but not limited to vacuuming, trash and recycling removal, sanitizing kitchen areas and bathrooms, cleaning windows, and other assigned cleaning duties.

**Floor Care Responsibilities:**

1. Deep cleaning carpets and soft seating in common areas.
2. Stripping and waxing of tiled floors in common areas.
3. Other floor care or upholstery cleaning as needed.

**Additional Responsibilities:**

1. Shovel snow as needed in accordance with supervisor directive.
2. Light maintenance, furniture moves and other projects as assigned.

**Miscellaneous Responsibilities:**

1. Keep supervisor updated on daily progress of cleaning and other projects as assigned.
2. Act as a positive representative of Housing and Residential Education and the University.
3. Assist with other duties as assigned.

**Required Qualifications:**

1. Ability to work independently with high level of attention to detail, organizational skills, exercise sound judgement, and commitment to working as a team.
2. Availability, up to 40 hours per week, during regular business hours (8:00am-4:30pm)
3. Attendance at all training sessions is mandatory.
4. Strong interpersonal communication and customer service skills.
5. Maintain student status with a minimum of 2.0 GPA, semester and cumulative. 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.
6. Must be in good disciplinary standing with the University. Candidates currently on probation through the Dean of Students Office may not be considered.
7. Satisfactory criminal background check and completion of all required hiring paperwork is required.
8. Ability to lift and carry up to 50 pounds, with or without accommodation.

**Preferred Qualifications:**

1. Ability to communicate effectively by means of a two-way radio system (as needed) and by telephone.
2. Experience working in a custodial or maintenance role.
3. Experience in customer service.

**Compensation**:

This position offers a competitive hourly wage of $12.50 per hour.

I accept this position as outlined in the position description. I realize that failure to meet the job requirements described above may result in disciplinary action which could including termination of my employment.

Print Name

Employee Signature Date