



Housing and Residential Education

Summer Custodial

Position Description

Housing and Residential Education

UW-Green Bay

Position Summary Statement:

The Summer Custodial staff serves Housing and Residential Education by clean vacant apartments, rooms and spaces to prepare for arrivals throughout the summer and for fall student arrivals. Additional duties include: Cleaning common areas in all apartments and residence halls, floor care, light maintenance, and other projects as needed. Additional duties will be assigned once vacant spaces have been cleaned and as time allows based on workload. A floor care team will be selected during hiring and assist in cleaning spaces as needed.

Work hours for the summer months will be full-time and may include some weekend, evening and Holiday with advanced notice. Staff will be given two paid 15-minute breaks, one in the morning and one in the afternoon; breaks will be taken as a whole team. Summer Custodians will have a 30-minute unpaid lunch period, also taken as a whole team.

Summer Student Custodians will serve as part of an on-duty team to cover evening facilities and custodial related calls and complete a set of rounds through all residential buildings on a rotating basis including weekends and holidays with a Facilities Assistant.

Summer Student Custodians are required to live on campus and housing is included as part of compensation. Student Staff will be required to pay the \$75 application fee for the summer contact.

Work Hour Requirements: All student employees are expected to work for the entire summer. Required hours are Monday through Friday 8:00am to 4:30pm daily.

Limited vacation will be permitted on a first come first serve basis, not to exceed two weeks during the summer term.

Vacation is not permitted in the first or last two weeks of employment, which are May 18 to May 29 and August 17 to August 28.

Dates of employment: May 15, 2026 – September 1, 2026

Custodial Responsibilities:

1. Serve on one or more cleaning teams. These teams will deep clean residence hall rooms, apartments, and common areas including but not limited to bathrooms, kitchens, furniture, appliances, windows, lights, vents, lounges, community kitchens, laundry areas, etc.
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.
4. Serve as part of a duty team to respond to facilities and custodial related calls between 4:00pm and 10:00pm nightly on a rotating basis with the summer student custodians, student maintenance workers, and student custodial leads.

Floor Care Team Responsibilities:

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

Additional Responsibilities:

1. 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, 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 \$15.00 per hour and on campus housing for the summer term including the summer to fall interim. If at any time you leave or are terminated from this position you will be financially responsible for the rest of the summer housing contract and interim period.

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