Assistant Custodial Supervisor
Custodial Services Supervisor
Pay Grade 81-05 - CPO 96796

Type of Employment: Ongoing, Full Time (40 hours/week)

Location: Apartment Facilities Office, 2902 Haight Road, Madison, WI
Click here to see a campus map

Department: University Apartments

Compensation:
- Rate starting between $17.00-18.50 per hour depending upon qualifications and experience
- A competitive benefits package

Schedule: Monday through Friday, between the hours of 5AM and 5PM. Additional hours and change of shift hours may be necessary based on operational need.

Requirements:
- A Criminal Background Check will be conducted on all finalists.
- An active, valid, and unexpired driver's license is required.
- See position description for physical requirements.

Position Summary:
Under the general supervision of the Assistant Director of Apartment Facilities, Custodial Supervisor, the Assistant Custodial Services Supervisor will be responsible for the overall cleaning operation at the University Apartments Community Center including the direct supervision of 4 full time custodians and one lead custodian. This position will also assist with the supervision of 8 additional full time custodians and 2-20 student staff. Areas of focus for this position include: providing exceptional customer service to residents and other staff; working collaboratively with the supervisor and the team; using good judgment and critical thinking skills; being respectful and considerate working in residents' homes. In addition, this position is a working supervisor, completing apartment turnovers, cleaning common areas and offices, maintaining control supplies and equipment, and assisting in the coordination of snow removal.

This position has been identified as a supervisor within the University Housing Competency Pyramid. As such, it is critical that this Supervisor exhibit the following skills and competencies from the supervisor level of the pyramid: Verbal Communication; Supports Employee Development Opportunities; Problem Solving; Written Communication; Supervision; Builds Trust & Team; Managing Performance/Accountability and Understands Impact. These Supervisor Competencies are in addition to the competencies defined at the Individual Contributor Levels.

Click here for a complete position description.

How to Apply:
Apply here by 11:59pm on March 1, 2016 for ensured consideration. Failure to submit complete application materials will result in ineligibility for this position.
• Submit a resume and cover letter within the online application system. Within the cover letter, please describe a successful experience coaching, leading or supervising a team and how that experience will help you in the Assistant Custodial Supervisor role.

• Within the online application, please identify three professional references that will be able to speak towards your performance in your current and/or most recent positions. University Housing requires that at least two of the three references be either your current or most recent supervisors. When listing your references to contact, please include the following information:
  o Name
  o Title of their position and relationship to you
  o Phone number
  o E-mail address

• UW-Madison is committed to providing opportunities to people from all backgrounds to help create a welcoming, empowered, and inclusive community. UW-Madison encourages women, minorities, veterans, and people with disabilities to apply.

• For questions, please call 608-262-2766 or email hr@housing.wisc.edu.

• Information for candidates that have retired from a Wisconsin Retirement System (WRS) participating employer:
  o If you return to a WRS-covered employer, including the University of Wisconsin after retirement, you are considered a "rehired annuitant." Click HERE for basic information about your benefits if you are a rehired annuitant. Please note that provisions have changed for WRS participants who retired after July 1, 2013.

University Housing is an essential services provider and all University Housing employees are part of this commitment to our residents and guests. University Housing is unique from many other state agencies and university departments because we cannot close as our services must be maintained at all times.

University Housing values diversity and is an Equal Opportunity/Affirmative Action employer