Custodian – Night Shift (*Multiple positions on multiple shifts available*)
Pay Grade 03-08 - CPO 98231, 98232

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

**Department:** Residence Hall Facilities

**Compensation:**
- Starting hourly rate is $12.83 for those new to state service.
- A competitive benefits package

**Position Summary:**
Under limited supervision provide a wide range of services to residents and guests during evening hours so we have the ability to respond to customer needs on a 24/7 basis. Perform daily, detail, and major cleaning of office and other common areas in Residence Halls. Respond to emergencies, including fire alarms, sprinkler activation, unsecured entry doors, heat problems, and other needs or duties that arise and as assigned. Work courteously and cooperatively with residents, conference guests and staff. Monitor and repair or report operation of vital equipment in both residence halls and food service units as needed. Learn and follow all procedures outlined in the "Night Shift Manual" and Housing's Policies. Using written, verbal, and electronic methods, communicate information and needed repairs to day shift staff for further follow up or repair. Determine priorities to utilize extra time in a productive and efficient manner. Provide support and assist as needed in the implementation of plans and procedures in the event of an emergency.

University Residence Halls is committed to demonstrating our Division of University Housing Core Values: Care in how we approach people and our work; Creativity in solving problems; Integrity in our interactions with staff and customers; Optimism, focusing on opportunities and positive outcomes; Respect for the differences, strengths, and potential in people; Stewardship of human, financial and natural resources; and Excellence in customer satisfaction and communication.

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.

**Specific Position Details:**
- **CPO 98231 – Custodian 2nd Shift**
  - Schedule: Two-week rotation working four - 10 hour days, between the hours of 3:00pm - 3:30am. Some mandatory overtime and change of shift hours will be necessary based on operational needs.
  - Location Base: Turner House, 1620 Kronshage Drive, Madison, WI 53706
  - [Click here](#) for a complete position description.
- **CPO 98232 – Custodian 3rd Shift**
  - Schedule: Two-week rotation working four - 10 hour days, between the hours of 8:30pm - 7:00am. Some mandatory overtime and change of shift hours will be necessary based on operational needs.
  - Location: Based from Turner House, 1620 Kronshage Drive, Madison, WI 53706
  - [Click here](#) for a complete position description.

**Requirements:**
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University Housing values diversity and is an Equal Opportunity/Affirmative Action employer.

- A Criminal Background Check will be conducted on all finalists.
- A valid driver’s license that meets risk management standards is required.
- English proficiency is required.
- The worker must be able to perform the following physical job demands throughout the workday with or without a reasonable accommodation. A reasonable accommodation is a modification to the job, an employment practice, or the work environment that permits the employee to perform his or her job duties successfully, without causing significant difficulty or disruption in the workplace, or posing a health or safety threat.
  - CONTINUOUSLY (>67%): Maintain postural balance while standing, walking, and performing job duties; possess ability to see with or without corrective glasses.
  - FREQUENTLY (34-66%): lift up to 50 lbs from floor to waist level; lift up to 50 lbs from waist to shoulder level; push/pull and carry less than 50 lbs; reach greater than 18 inches horizontally; reach below knee level and reach to shoulder level; ability to stand, walk, stoop, crouch, squat and climb ladders or stairs; possess ability to use hands for power grip and pinch with forearms in various positions.
  - OCCASIONALLY (6-33%): lift up to 20 lbs above shoulder level; reach above shoulder level; kneel; hear at close and far distances, and communicate with others.
  - RARELY (0-5%): lift up to 100 lbs from floor to waist level; lift up to 50 lbs above shoulder level; sit or crawl.

How to Apply:

Submit an **APPLICATION** by 4:30pm on April 21, 2016, for ensured consideration. Failure to submit complete application materials will result in ineligibility for this position.

- Applications must be submitted through one of the following:
  - By email at hr@housing.wisc.edu
  - By fax at 608-265-8724
  - In person or by mail: 625 Babcock Drive, Madison, WI 53706
- Applicants will be considered for all positions listed above with the ability to be considered for future night-shift Custodian vacancies within the department.
- For questions, please call 608-262-2766 or email hr@housing.wisc.edu.
- 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.
- Information for candidates that have retired from a Wisconsin Retirement System (WRS) participating employer:
  - 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.