Custodian
Residence Hall Facilities

Department: Residence Hall Facilities


Compensation: $8.80 per hour

Orientation:
- **All** orientations are held on Friday, August 28, 2015 from 7:30 AM – 4 PM (includes evening custodians)
- Plan to train/work at least 8 hours every day from August 28 – August 31, 2015.
- Consult your orientation schedule for specific times and locations.
- **Orientations are mandatory.** Failure to begin employment on the scheduled orientation date will result in loss of employment.

Hours:
- 7:30 AM – 4:00 PM on various weekend days, flexible weekdays
- **Evenings:** flexible schedule available anytime between 4:00pm and 1:00am
- Approximately 10-15 total hours/work week
- Mandatory meeting times as arranged with Student Supervisor
- Plan to work during Residence Hall Closings during exam weeks and Winter Break.
  - Work various hours (at least 8) for Winter Break Closing December 19-20, 2015.
  - Work a variety of hours during Winter Break depending upon operational need.
  - Work various hours (at least 8) for Spring Closing through May 15, 2016.

Perks:
- Work on campus, close to academic buildings, housing and UW resources.
- Enhance your problem-solving and customer service skills.
- Sharpen your interpersonal communication skills in a team-oriented workplace.
- Gain valuable employment experience.
- Develop valuable leadership skills for future careers.
- Practice critical thinking and decision making.
- Work in a fun and challenging atmosphere.

Expectations:
- Provide a safe and clean environment for college students to live, study and play.
- Provide excellent customer service.
- Clean to APPA Level 2 Standard – Ordinary Tidiness.
- Attendance/punctuality is critical.
- Eagerness to learn.
- Work as a team.

Responsibilities:
Residence Hall Facilities 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. Below is a list of responsibilities for this position:

- Promote a positive work environment by role modeling appropriate work behavior, strong work ethic, good decision making, critical thinking and a customer service attitude.
- Attend monthly student custodian staff meetings.
- Attend student custodian centralized and in-unit trainings.
- Empty trash and recycling; vacuum; clean toilets; clean and wash sinks, windows, mirrors, showers, and stairwells; collect compost; collect and sort dishes to return to food service; remove litter from grounds; sweeping, mopping, scrubbing, and extracting floors; snow removal; event set-ups and tear-downs.
• Be professional and helpful at all times, communicate clearly and accurately, report building maintenance issues, follow-up with customers as needed.
• In extreme weather or other emergency situations (when classes are cancelled), you may be expected to work more than your regularly assigned shifts for a minimum of 4 hours. These shifts will consist of snow removal, bathroom cleaning, your other regular duties, and additional duties as assigned.
• Other duties as assigned.

Required Dress: All employees must wear appropriate clothing:
• Trousers, slacks, jeans, shorts (only if hemmed and not shorter than 2” above the knees) are considered proper work attire. Tight-fitting/Spandex shorts and yoga pants are not permitted. Shirts and pants should not have holes/rips in them.
• Housing supplies and requires all student employees to wear a red University Housing provided t-shirt while on duty. You will not be allowed to wear the shirts home but instead will change into the shirts at work in the nearest bathroom. Return the shirt to your Supervisor at the end of each day or shift. Supervisors will wash and keep track of the shirt inventory.
• A University Housing ID must be worn at all times in order to identify you as an employee to our residents and other customers.
• Staff must wear socks and closed toe shoes at all times. For safety reasons, no sandals or clogs are permitted. In general, no shoes that expose part of the foot or are difficult to keep on may be worn.

Knowledge & Skills:
• Ability to collaborate and communicate with a variety of people.
• Ability to work independently and collaboratively.
• Leadership and organizational skills.

Special Requirements:
• Must be able to regularly lift objects weighing approximately 50 lbs.

Application instructions:
• To apply, go to https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp (under 2015-16) and submit your online application.
• Housing Residents will receive priority consideration June 17th – June 24th, 2015.

Exceptions to the above information will be considered on a case by case. Contact University Housing Human Resources at hr@housing.wisc.edu.

University Housing values diversity and is an Equal Opportunity/Affirmative Action Employer 06/15