Department: Dining & Culinary Services


Compensation: $8.80 per hour

Orientation:
- Orientation is held on Friday, August 28, 2015
- **Orientations are mandatory.** Failure to begin employment on the scheduled orientation date will result in loss of employment. Time and room location is TBD.

Hours:
- Part-time
- Preference will be given to students who can work all or part of the following times:
  - 8:00AM – 11:00 AM,
  - 2:30PM – 5:30 PM, and
  - 7:00PM – 10:00PM

Preferred Qualifications:
- Preference will be given to students with the greatest amount of availability
- Preference will be given to students with maintenance/custodial experience at Gordon Dining & Event Center

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:
Dining and Culinary Services is committed to demonstrating our Division of University Housing Core Values: **Care** in how we approach people and our work; **Creativity; Excellence; Integrity; Optimism**, focusing on opportunities and positive outcomes; **Respect**, and **Stewardship** of human, financial and natural resources. Below is a list of summary job responsibilities:

- 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 student custodian centralized and in-unit trainings.
- Event set-ups and tear-downs.
- Empty trash and recycling; vacuum; clean toilets; clean and wash sinks, windows, mirrors, and stairwells; collect compost; remove litter from grounds; sweeping, mopping, and scrubbing floors; snow removal. 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:
- Black, navy blue, or khaki solid color pants is approved work attire. Tight-fitting/Spandex pants and sweats are not permitted. Pants should not have holes/rips in them.
- Dining Services requires all student employees to wear a blue polo shirt provided 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 the laundry bins provided at the end of each day or shift. Dining will wash and keep track of the shirt inventory.
- A University Housing name tag must be worn at all times in order to identify you as an employee to our 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 lift objects weighing approximately 50 lbs.

**Application instructions:**
- To apply, go to [https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp](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](mailto:hr@housing.wisc.edu).

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