Custodian – 1st Shift
Pay Schedule 03-08
CPO 103608

Type of Employment: Full Time (40 hours/week)
Location: Sellery Hall, 821 W. Johnson Street, Madison, WI
Click here to see a campus map
Department: Residence Hall Facilities

Compensation:
- Employees who transfer using this process will maintain their current base pay rate and benefits.

Schedule:
- Primary schedule for this position consists of 8 hour shifts within the hours of 6:00am to 4:30pm, Monday through Friday.
- Schedule alterations as operations and position expectations demand. Afterhours and weekend work will be required as operationally needed.

Requirements for Transfer:
- Must be currently employed in the same title as the vacancy.
- Cannot currently be serving a probation.
- Cannot have any discipline within 12 months prior to the request.
- Must be qualified to perform the work of the new job.
- Cannot have transferred via the BCMS process within 6 months prior to the request.

Requirements for Position
- **Physical Requirements:** 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; push/pull and carry greater than 50 lbs.; sit or crawl.
Position Summary:
Under the general supervision and specific direction of the Building Supervisor and/or Assistant Building Supervisor provide cleaning and light maintenance in various assigned Residence Hall and Dining facilities. This involves using established cleaning products, equipment, methods and procedures within time allocations to provide and maintain a clean and safe living environment. This position is expected to utilize effective communication and follow instructions to complete tasks accurately. This position is expected to meet customer service standards by working courteously and cooperatively with residents, conference guests and staff. This position is expected to provide support and assist as needed in the implementation of plans and procedures in the event of an emergency. Work may involve serving as crew leader for small groups of full-time staff and non-permanent employees. University Housing owns and maintains several different properties/locations on campus. At times, based on operational need, this position may be temporarily reassigned to a different property/location on campus. Notice of temporary location reassignment will be given whenever possible.

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.

Click here for a complete position description.

How to Apply:

- Submit a Request to Transfer Form to University Housing Human Resources by 4:30pm on Friday, December 29, 2017. Applicants must indicate the specific position number on the form.
- Forms can be emailed to hr@housing.wisc.edu, faxed to 608-265-8724, or mailed or dropped off at the University Housing Human Resources office at 625 Babcock Dr., Room 15, Madison, WI 53706.
- A criminal background check will be conducted on finalist(s) who do not currently hold a position of trust with access to vulnerable populations.
- If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm or contact hr@housing.wisc.edu.
- Call Human Resources at 608-262-2766 or email hr@housing.wisc.edu for questions or more information.

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