



University of Wisconsin-Stevens Point

Announcement No. 23-088TE
JOB OPENING ID: 19740

Internal/External	External
Position Title	Custodian
TTC Title and Code	Custodian (FP019)
FTE	Varies
Position Information	Principal Work Location: UW-Stevens Point, Marshfield Campus <u>Supervisor:</u> Varies <u>Salary:</u> \$15/hour
Department	University College – Marshfield Campus
Department Description	Facilities Services –supports the academic mission of the university. The integral core values of the department are Safety, Customer Service, Cooperation, Integrity and Innovation. A team approach is utilized throughout the department to provide a safe environment, excellence in service through high standards with positive and collaborative relationships across the UWSP community. Facility Services is committed to the highest standard of customer relations principles for its customers, fellow staff members, students, and visitors. Staff will serve as role models by practicing exemplary behaviors when working with customers, fellow staff members and campus leadership.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit https://www.uwsp.edu/join-uw-stevens-point/ for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com .
Position Summary	Under general supervision of the Facilities Manager, this position is responsible for cleaning facilities, removes waste and recycling, snow removal and monitors building security and safety by performing such tasks as locking doors after operating hours. Must ensure cleanliness, orderliness, and safety in assigned areas. This position will serve the University of Wisconsin-Stevens Point at Marshfield Campus. This position interacts extensively with customers, campus community, service providers, and outside contractors. The skill, ability and knowledge of the incumbent will have direct and profound impact on the success and satisfaction level in the delivery of services to customers within the area of responsibility. Given the pace of emerging technology, the incumbent must stay in touch with industry/system-wide trends and best practices. <u>Shift:</u> Monday-Friday, hours will vary. Some weekend shifts required <u>Duration:</u> Generally less than six months; could be up to a year



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Human.Resources@uwsp.edu

Required Qualifications	<ul style="list-style-type: none"> Physical strength and stamina to perform required work -- able to bend, stoop, kneel, move furniture and work on feet for long periods of time Respect for and trustworthy behavior with public and private property Ability to accept and follow supervisory direction Knowledge of basic safety precautions including use of caustic and toxic chemicals, methods of Lifting heavy objects, and safe work clothing and coverings Willingness to perform repetitive tasks - takes pride in doing a good job Aptitude to learn from verbal instructions by listening and asking questions Able to learn, function, and use standard cleaning implements and tools Pleasant, welcoming behavior and attitude toward public, co-workers, students, faculty, staff, etc. Able to read work instructions and schedules; warning signs and instructions for operation and care of equipment
Preferred Qualifications	<ul style="list-style-type: none"> Prior cleaning experience Team cleaning experience
How To Apply	<p>This position and instructions on how to apply are located on our website. Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.</p>
Anticipated Appointment Date	TBD
Terms of Employment	<p>This is a temporary University Staff position, at will employment, and non-exempt from the Fair Labor Standards Act.</p> <p>The successful applicant will be responsible for ensuring eligibility for employment in the United States on or before the effective date of the appointment. University sponsorship is not available for this position.</p>
Deadline	Screening will be ongoing until the needs to the recruitment are met.
Required Materials	<p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Resume - Contact information for two professional references
Human Resources Contact	<p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p> <p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email: Human Resources Email: human.resources@uwsp.edu Phone: 715-346-2606</p>



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Special Notes

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, "Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <https://www3.uwsp.edu/protsv/Pages/Clery.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.



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