



## Position Description

<b>Classification Title:</b>	Custodian
<b>Working Title:</b>	Custodian
<b>Hours/Shift:</b>	Typically, 7 am to 3 pm, Monday – Friday On call and varied hours required
<b>Department:</b>	Facility Services – UWSP @ Marshfield
<b>Supervisory Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Employee Category:</b>	<input checked="" type="checkbox"/> University Staff <input type="checkbox"/> Academic Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Limited <input type="checkbox"/> University Staff Temporary Employee <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Project
<b>FLSA Status:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
<b>Appointment %:</b>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 87.5% <input type="checkbox"/> 75% <input type="checkbox"/> 50% <input type="checkbox"/> 25%
<b>Position of Trust:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
<b>Position of Trust with Access to Vulnerable Populations:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)
<b>Date Created/Updated:</b>	01/01/2023

### Position Summary

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.

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.

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.



Primary Responsibilities:		% of Time Spent
<b>A. General Cleaning Responsibilities</b> <ul style="list-style-type: none"> <li>• Cleaning in building as hired; and in assigned area</li> <li>• Restroom, locker, tile cleaning and foaming</li> <li>• Floor cleaning and maintenance</li> <li>• Annual cleaning projects and upkeep</li> <li>• General cleaning activities as assigned</li> <li>• Operation of custodial equipment</li> </ul>		75%
<b>B. Miscellaneous/Seasonal Duties</b> <ul style="list-style-type: none"> <li>• Snow Removal</li> <li>• Pick up recycling / trash</li> <li>• Move furniture</li> <li>• Special event set up/tear down</li> <li>• *Lock &amp; unlock outside doors of buildings</li> </ul>		20%
<b>D. Additional Duties</b> <ul style="list-style-type: none"> <li>• Other Relevant duties as assigned or directed.</li> <li>• Develop feasibility studies, improvement process documentation, program assessments etc.</li> <li>• Serve on standing committees and ad hoc task groups to represent the needs of Facility Services</li> </ul>		5%

Qualifications – Knowledge, Skills, and Abilities:
<b>Required:</b> <ul style="list-style-type: none"> <li>• Physical strength and stamina to perform required work -- able to bend, stoop, kneel, move furniture and work on feet for long periods of time</li> <li>• Respect for and trustworthy behavior with public and private property</li> <li>• Ability to accept and follow supervisory direction</li> <li>• Knowledge of basic safety precautions including use of caustic and toxic chemicals, methods of lifting heavy objects, and safe work clothing and coverings</li> <li>• Willingness to perform repetitive tasks</li> <li>• Aptitude to learn from verbal instructions by listening and asking questions</li> <li>• Able to learn, function, and use standard cleaning implements and tools</li> <li>• Pleasant, welcoming behavior and attitude toward public, co-workers, students, faculty, staff, etc.</li> <li>• Able to read work instructions and schedules, warning signs and instructions for operation and care of equipment</li> </ul>



**Physical Effort/Demands:**

- Sitting, Standing, Walking, lifting your arms above your head to reach high, possibly difficult, areas, Kneeling, Squatting, Stooping, Crawling, Frequently lift 1 – 20 pounds, Occasionally lift 50-75 pounds

Work Performed	Physical Demands
Wet mop floors stairways, and halls	Mopping requires considerable movement of arms and shoulders, twisting and bending of back. Dry mops weigh approximately 5# and wet mops weigh 12-15# Mop buckets filled 2/3 with water weigh approximately 50#. Dirty water in mop buckets may have to be lifted vertically 30-36" to empty into sink.
Scrub bathroom sinks, toilet fixtures floors and walls by hand or with hand tools.	Requires frequent bending, stooping and kneeling. Arms used above shoulder and head level. Frequent exposure to cleaning solutions, disinfectants and other chemicals.
Operate industrial vacuum cleaners and carpet extractors.	Considerable movement of arms – pushing and pulling. Stand upright vacuum weighs 44#. "Back pack" vacuums weigh approximately 15# and are used on stairs.
Wash wall, ceilings, inside and outside of windows, entrance glass	Work with hands and arms above shoulder level. May work from a step ladder. May operate high pressure washer
Move furniture, file cabinets, tables and other equipment; carry and store supplies.	Carts, hand trucks and dollies are available for moving some items. Others must be moved by hand including up and down one or more flights of stairs. Items moved can weigh up to
Set up seating, staging, equipment for special events and activities.	Moves by pushing and pulling heavy staging carts, chair racks and other assorted equipment. Individual pieces of staging weigh
Open exterior doors in academic buildings.	Requires frequent walking indoors and outdoors, driving, between buildings.
Snow removal from academic buildings.	Hand shoveling of snow, ice and slush from steps and entrance ways. May operate a
Pick up recyclable materials, garbage and trash.	When bin filled with material, pick up carts can weigh 50, 60#. Carts are sometimes lifted about 48" and emptied trash
Annual cleaning projects.	Perform seasonal cleaning duties, i.e., inside and put out side building and window washing.
Grounds maintenance	May operate a riding or walk-behind lawn mower, string trimmer or leaf blower.



**Equipment Operated:**

<u>EQUIPMENT</u>	<u>WEIGHT</u>	<u>EQUIPMENT</u>	<u>WEIGHT</u>
Advance upright 16" vacuum	44#	Deicer, bag	50#
Powerlite upright 12" vacuum	17#	Fluorescent bulbs - 1 case	16#
Brute trash container with paper (approx.)	45#	Single fold towels - 1 case	26#
Toilet paper - 1 case	49#	22 x 14 x 60 liners - 1 case	33#
Rubbermaid plastic mop bucket	12#	Ammonia - 1 case (6 gallons)	52#
Metal wet mop wringer	15#	Lotion hand soap - 1 case	20#
Rubbermaid plastic mop bucket w/ 5 gallon water	54#	Floor scrubber 19"	121#
24 oz. wet mop with mop handle	5#	Floor scrubber 16"	91#
Metal 2 wheel hand truck	36#	Advance back pack vacuum	14#
5 gallons of stripper	45#	Toilet bowl cleaner - 1 case	32#
5 gallons of sealer	46#	8' wooden step ladder	38#
5 gallons of wax	46#	4 x 8 walk off mat	28#
5 gallons of floor soap	46#	Push snow shovel	5#
		Snow pup snow thrower	50#

**Working Environment:**

The noise level in the work environment is usually moderately quiet. Hours of work will generally be during regular business hours and average at least 40 hours a week. There will be some variation in work hours due to special projects, deadlines, and other concerns.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Name

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Date

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Date

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Supervisor Signature

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Date