

UNIVERSITY OF WISCONSIN-STEVENSON POINT

**CUSTODIAN
Academic Custodial**

Position Summary: The primary goals of this position are:

1. Manual work directly associated with the completion of a variety of tasks as identified in the examples of listed work activities.
2. To provide support to Facility Services and the University campus through various miscellaneous activities, as directed.
3. Work is performed under guidance of a Custodial Lead or Custodial Supervisor.

Goals and Worker Activities

- 80%* General Cleaning
- * Cleaning in building as hired; and in assigned area
 - * Restroom, locker, tile cleaning and foaming
 - * Floor cleaning and maintenance
 - * Annual cleaning projects and upkeep
 - * General cleaning activities as assigned
 - * Operation of custodial equipment
- 20%** Miscellaneous / Seasonal Duties
- ** Snow Removal
 - ** Pick up recycling / trash
 - ** Move furniture
 - ** Special event set up/tear down
 - ** Lock & unlock outside doors of academic buildings

REQUIRED APTITUDES, KNOWLEDGE, SKILLS, AND PERSONAL CHARACTERISTICS

- 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

TYPES OF WORK PERFORMED

Work Performed	Physical Demands
General Cleaning (80%) – duties are performed in area, as assigned	
* 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.

	At times, walls may be cleaned with pressure washer.
* 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
Miscellaneous Duties (20%**)	
** 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 100# or more.
** 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 185#. Staging carts hold up to 12 pieces of staging. May work outside in inclement weather. May operate sky jacks or other types of lifts.
** 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 50# snow thrower or blower.
** Pick up recycleable materials, garbage and trash.	When bin filled with material, pick up carts can weigh 50-60#. Carts are sometimes lifted about 48” and emptied into a dumpster.
** Annual cleaning projects.	Perform seasonal cleaning duties, i.e., inside and outside building and window washing.

EQUIPMENT

WEIGHT

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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#