

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION	EVENING CUSTODIAN [Full-Time/Benefitted]
APPLY BY	January 5, 2026
HIRE DATE	To be determined
DIVISION	Facilities
REPORTS TO	Director of Facilities, Safety & Security
CLASSIFICATION	Hourly (Non-Exempt)
POSTING DATE	December 10, 2025

SUMMARY

Evening Custodian performs custodial duties throughout the College facilities and performs set ups/tear downs of furniture and equipment for events. Responsibilities may include cleaning floors; emptying trash and recycling; cleaning restrooms; snow removal; properly disposing sharp and hazardous materials; arranging rooms for events; and maintaining building security. The work schedule is Monday -Thursday, 2:00 -10:30 PM and Friday, 1:00–9:30 PM. Summer work schedule is Monday – Thursday 12:00 – 10:30 PM.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Performs a variety of custodial duties which includes: cleaning classrooms, labs, shops, hallways, restrooms, and other facility areas; cleaning, resurfacing, dusting, mopping, buffing, sweeping, and vacuuming floors; cleaning carpets and windows; cleaning and sanitizing restrooms; laundry of rags; and shoveling and removing snow
- Picks up, sorts, recycles, and disposes trash, and other sharp and hazardous materials to maintain a clean and safe environment
- Arranges rooms, sets up furniture, and performs related tasks for special events such as graduation and job fairs
- Locks and unlocks building doors and windows
- Assists staff, students, and outside groups as requested for directions and /or safety or security concerns
- Performs other related duties

TRAINING AND EXPERIENCE

- High School Diploma or equivalent (G.E.D.) and 2 years of work experience in custodial OR 3 years work experience in custodial
- Valid Driver License required
- Ability to work effectively in a team-based, quality environment and provide exceptional customer service
- Ability to effectively communicate, both orally and in writing
- Must be service minded, adaptable and self-motivated

KNOWLEDGE

- Basic cleaning techniques
- Chemicals and chemical mixtures
- Safe work procedures
- Operation of snow removal equipment and vehicles
- Basic understanding of MSDS sheets
- General computer skills

SKILLS

- Cleaning and sanitizing offices, restrooms, hallways, and other facilities
- Proper handling of chemicals
- Comfortable with working independently or on a team
- Using custodial equipment such as vacuums and buffers
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information

PHYSICAL REQUIREMENTS STATEMENT

Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace. Position requires stooping, reaching, standing, walking, talking, hearing, and seeing, lifting up to 50 pounds on a regular basis and up to 10 pounds frequently.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs. For questions regarding the application process, or if you need an accommodation, please email Human Resources at humanresources@swtc.edu or 608.822.2314. (TDD: 608.822.2072)

SALARY RANGES

A12 Hourly: \$19.56-\$22.87

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

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| • Health Insurance | • Health Club Access | • Additional Voluntary Benefits |
| • Dental Insurance | • Wisconsin Retirement System Contribution | • Paid Time Off |
| • Vision Insurance | • On-campus day care (hourly rate charged) | |
| • Life Insurance | • College Savings Program | |
| • Long-Term Disability | | |
| • Health Savings Account | | |

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.