

POSITION **EVENING CUSTODIAN**
APPLY BY **MAY 23, 2019**
HIRE DATE **JUNE 10, 2019**

DIVISION Facilities
REPORTS TO Director of Facilities, Safety & Security
CLASSIFICATION Non-Exempt, A12
POSTING DATE May 9, 2019

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 schedule for this position is Monday – Friday, 3:30 PM to 12:00 AM.

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

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/jobsatswtc

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or **608.822.2314**.

If you need an accommodation, call 608.822.2632 (tdd: 608.822.2072) or email disabilityservices@swtc.edu

WAGE BAND: A12 - Hourly Range: \$15.61 - \$18.73

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charge)

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 will 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.