

POSITION TITLE: Evening Custodian
DIVISION: Facilities
REPORTS TO: Director of Facilities
CLASSIFICATION: Non-Exempt/Hourly
POSTING DATE: April 10, 2018

SUMMARY:

Evening Custodian cleans College facilities and sets up/tears down furniture and related items 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: (include the following. Other duties may be assigned.)

1.	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
2.	Picks up, sorts, recycles, and disposes trash, and other sharp and hazardous materials to maintain a clean and safe environment
3.	Arranges rooms, sets up furniture, and performs related tasks for special events such as graduation and job fairs
4.	Locks and unlocks building doors and windows
5.	Assists staff, students, and outside groups as requested for directions and /or safety or security concerns
6.	Performs other related duties of a comparable level/type as assigned

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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

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 may require: climbing, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

Lifting requirements: frequent lifting up to 40 pounds and occasional lifting up to 75 pounds

APPLICATIONS:

Internal and External applicants complete and submit the online employment application at <https://www.swtc.edu/about/job-opportunities>. For questions regarding the application process please contact Human Resources at humanresources@swtc.edu or 608.822.2314.

CLOSING DATE FOR APPLICATIONS: April 25, 2018

STARTING DATE: May 15, 2018

SALARY BAND: A12, Hourly Range \$15.28 – \$18.34

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 charged)

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.

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