

## Office of Residence Life Custodial Assistant Position Description



### POSITION SUMMARY

This position is designed to assist with full-time Custodial coverage and is responsible for daily vacuuming of hallways/entryways, sweeping of stairwells, and general bathroom/public area cleanup on the weekends. Custodial Assistants are supervised by the Custodial Supervisor.

### 70% - Weekdays

1. Vacuum carpeting in hallways, front lobby, and entryways.
2. Sweep stairwells, spot clean and disinfect railings and steps as needed.
3. Clean windows in residence hall common areas.
4. Clean and disinfect push bars, door handles, and other touch points.
5. Other cleaning tasks assigned by the Custodial Supervisor.

### 25% - Weekends

1. Vacuum carpeting in hallways, front lobby, entryways, studies, game rooms, and computer labs.
2. Sweep stairwells (as late as possible in the evening).
3. Clean community bathrooms (cleanup any messes, clean and disinfect mirrors/sinks/drinking fountains, remove hair from shower drains, empty personal hygiene product bins, empty garbage can, restock toilet paper and hand soap).
4. Clean Laundry Room (clean dryer lint traps, open washer doors, sweep floor, empty garbage can, and wipe up spills as needed).
5. Clean Kitchen (wipe down and disinfect countertops, sink, microwave and stove, sweep floor, empty garbage can).
6. Empty garbage cans in public areas of building (front lobby, studies, game room, computer room, TV room, etc.).
7. Remove trash from building to outside dumpsters.

### 5% - Miscellaneous Duties

1. Shovel and remove snow and ice from entrance sidewalks, steps and ramps. Apply ice melt product as needed.
2. Cleanup any bodily fluids as encountered.
3. Perform other duties assigned by the Custodial Supervisor.

**Note:** Must be able to bend, twist, stoop, reach and do repetitive work.

August 2022

### **Additional information about the Custodial Assistant position:**

- **Period of Employment.** This is an academic year appointment, extending until the end of the spring semester unless mitigating issues (ex. COVID-19) cause the period of employment to be reduced.
- **Student Teaching, Outside Job, Extracurricular activities, and/or Internship.** The CA appointment is for the entire academic year; therefore, any applicant or re-applicant who is considering a request for any other type of internship, fieldwork, clinical experience or any other activity which requires a major time commitment while employed as CA must be submitted in writing to their supervisor.
- **Remuneration.** CAs will be compensated at \$8.50/hour rate for the academic year.
- **Work Schedule.** The CA position involves regular weekly work in the residence halls as well as weekend responsibilities on a rotating basis.
- **Behavioral Expectations and Role Modeling.** CAs are expected to uphold and model proper behavior. Behavior, either intentional or unintentional, that is improper or has a negative impact on work will be evaluated by your supervisor on a continual basis, and may result in dismissal.
- **Training and Meetings.** CAs are required to attend and participate in all trainings and meetings as determined by their supervisor. If a conflict arises and the CA is unable to attend the required sessions or meetings, advanced notification must be submitted for approval by the Custodial Supervisor.
- **Criminal Background Check.** Employment will require a criminal background check. A pending criminal charge or conviction will not necessarily disqualify an applicant. In compliance with the Wisconsin Fair Employment Act, the University of Wisconsin-La Crosse does not discriminate on the basis of arrest or conviction record.
- **Termination.** Both the University and the employee have the right to terminate this agreement without having to show cause. Every effort should be made to give advance written notice by either party prior to termination of employment. A termination of this agreement terminates any obligation of the University under this agreement and the employee shall not be entitled to any payments of compensation from the effective date of the termination.

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