University Center Custodian - Manager
Position Description
Student Affairs • University of Wisconsin-River Falls

Title: University Center Custodian - Manager
Department: Student Affairs
Reports to: University Center Custodian - Lead
Appointment: Academic year 2015-2016
Classification: Level 2
Remuneration: Hourly wage: $9.25 per hour, averaging 10-12 hours per week.

Position Summary
The University Center Custodian – Manager is an undergraduate student employee working for the University Center. The University Center Custodian staff provides basic custodial duties of common areas in the building. This position requires evening and weekend hours.

Responsibilities
A. Provide all custodial services including cleaning, recycling, and other duties as assigned
B. Greet and direct users and visitors of the University Center.
C. Implement and make suggestions for improvement of University Center operational policies and procedures to ensure increased efficiency of the University Center and satisfaction of users.
D. Provide information and answer inquiries regarding all programs and resources for the Campus and the University Center.
E. Function independently in all phases of the University Center operation and provide feedback and support to the Custodian – Lead.
F. Serve as a resource for users of materials available in the University Center.
G. Other projects as directed by professional staff and Building Managers.

Qualifications and Conditions of Employment
A. Must be enrolled in a minimum of 3 credits during the period of employment.
B. Minimum cumulative grade point average of 2.0 or higher before and during employment.
C. Must possess the physical strength and stamina to perform required work including being able to bend, stoop, kneel, move furniture, and work on one’s feet for long periods of time.
D. Must be able to attend all training and be available to cover On-the-Job-Training shifts through the start of the academic year.
E. Must attend bi-weekly Custodial Staff meetings and bi-weekly Lead Custodial meetings.
Dates to be determined.

This position is appointed by the University Center Professional Staff.