Custodial Professional  
(Second Shift – Part-Time)

DESCRIPTION OF JOB:

This position reports directly to the Manager of Custodial Services and performs a variety of manual tasks and duties in support of building services provided by the Facilities Department, including residence halls. This is a part-time, second shift position. The hours are 5pm – 10pm Tuesday to Friday, and Saturday 7am – 12pm.

Responsibilities:

(100%) Primary duties include interior cleaning and some exterior cleaning including, but not limited to, the following:
- Maintain all types of flooring and stairways. This may include sweeping, mopping, dusting, vacuuming.
- Semi-annually striping and waxing of vinyl tile floors, bonnet shampoo and extract carpeting, and deep clean ceramic tile and grouting as needed.
- Clean and sanitize restrooms including all fixtures and partitions.
- Clean and maintain a variety of college buildings including residence halls, offices, classrooms, meeting rooms and common areas. This includes, but is not limited to, cleaning windows, walls, furniture, technical equipment, laboratory equipment and appliances.
- Move and arrange furniture and equipment as needed.
- Perform incidental building maintenance tasks, such as replacing light bulbs.
- Snow removal which may require the use of machines.
- Empty wastebaskets and recycle containers.
- Assist with event set ups as needed.
- Care for equipment and supplies.
- Maintain an inventory and requisition of supplies.
- Collection of litter and debris.

Depending upon individual skill, work may include:
- Laundering of College owned linens and rags, and maintain linen inventory and supplies when necessary.
- Driving company fleet vehicles as needed.
- Routine servicing of cleaning equipment.
- Installation of dispensers, and hardware.
- Basic repairs to furniture and college property.

JOB QUALIFICATIONS

Necessary Education or Work Experience:
- High school diploma or equivalent.
- Work-related experiences in one or more of the above areas.
- Experience cleaning schools and/or dormitories a plus.

Required Skills and Knowledge:
- Skill to operate basic cleaning equipment.
- Problem solving skills and sound judgment.
- Some mechanical aptitude.
- Sufficient strength and physical dexterity to perform duties and responsibilities of the job.
- Ability to maintain schedules and records as needed to perform tasks.
Other Qualifications:

- Possession of a valid Wisconsin driver’s license.
- Ability to maintain a positive and cooperative working relationship with members of the department and the campus community.
- Ability to work effectively individually or in teams as well as with diverse groups.
- Ability to follow through and carry out assignments.
- Ability to effectively communicate verbally and in writing and to take instructions from either. Express ideas effectively.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College’s strategic plan of inclusion.

Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

To apply: Send a letter of application, resume, and references to:

Edgewood College
Human Resources – CUPR
1000 Edgewood College Drive
Madison, WI 53711
E-mail: humanresources@edgewood.edu
Equal Opportunity Employer