Carroll University seeks qualified applicants for the position of Custodian. Carroll University has great benefits including health, dental, vision, retirement and tuition. The starting wage for Custodial positions is $12.75 per hour.

Carroll University is an independent, co-educational comprehensive university grounded in the liberal arts tradition. Incorporated in 1846, Carroll is Wisconsin's oldest four-year institution of higher learning. It offers bachelor's degrees in 57 majors and master's degrees in business administration, education, exercise physiology, graphic communication, nursing, physician assistant studies and software engineering, as well as a clinical doctorate in physical therapy. The university has more than 3,500 students and is distinguished by a tradition of individualized attention, focused career preparation and opportunities for lifelong learning.

Position: **Custodian**

Classification: Support Staff- Full-time and Part-time

Description: Employees need to be able to work flexible hours including hours outside of normally scheduled shifts, as determined by the department supervisor and needs of the University. The University and custodial operations are 24/7 365/year. Custodians work all shifts.

The Custodian is under direct supervision of The Physical Plant Manager of Custodial and Grounds. This position performs housekeeping duties in accordance with established standards and instructions.

Responsibilities:

- Demonstrate proper and efficient cleaning methods
- Clean, sweep, vacuum, mop, scrub and wax floors, stairs and other surfaces
- Operate carpet extracting equipment
- Clean and service lavatories and shower room facilities
- Use light and heavy duty cleaning equipment and attachments
- Sweep or shovel snow from steps and walks at building entrances.
- Report items and equipment that needs repair (doors, furniture, lights, and faucets, etc.)
- Follow and comply with all safety and work rules and regulations, opens and closes, locks and unlocks facilities as needed
- Perform other duties as assigned

Qualifications:

Educational and/or Experience

- High school graduate
- A minimum of three years of experience in the custodial field

Human Relations Skills

- Use excellent customer service skills to establish and maintain effective working relationships with employees, staff, faculty and general public
- Punctuality at work is an essential function of this position
- Ability to work as part of a team and independently as required
- Ability to establish and maintain effective working relationships with diverse constituencies

Physical Demands

- Sufficient strength and dexterity to perform duties and responsibilities of the position

Other Requirements

- Flexible with ability to work off shifts and weekend as needed
- Has valid motor vehicle license and be insurable under the University's insurance plan preferred
- Candidates must be willing and able to support and advance the University mission.

Job #1314-036

Please reference job #1314-036, specify your desired shift and submit cover letter and resume to: hroffice@carrollu.edu

Human Resources
Carroll University
100 N. East Avenue
Waukesha, WI 53186

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