

JOB OPENING (JOB CODE: IT012)

[JOB TITLE:] Custodian

[SALARY RANGE:] \$12.02-\$15.03/hour

[CONTACT:] Human Resources Dept., 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Milwaukee, WI

[STATUS:] Full Time

[TERM:] Regular

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Internal/External

[SUMMARY:]

Under the direct supervision of the Building Maintenance Supervisor, this position performs janitorial duties at one or multiple work sites.

[JOB DUTIES:]

- 1) Empty wastebaskets and garbage containers.
- 2) Remove snow and debris from sidewalks and parking areas around buildings.
- 3) Dust furniture and equipment weekly.
- 4) Sweep and vacuum floors daily.
- 5) Clean bathrooms daily.
- 6) Mop, wax and buff floors weekly.
- 7) Wash sills and floorboards weekly.
- 8) Wash windows weekly.
- 9) Set up tables and chairs in halls and meeting rooms.
- 10) Notify management regarding need for major repairs or additions to lighting, heating and ventilating equipment.
- 11) Cut and trim grass and shrubbery around buildings using hand tools and power equipment.
- 12) Train and supervise work experience participants.
- 13) Perform special projects and other related duties as needed, attend meetings, and workshops, as assigned.

[QUALIFICATIONS:]

- 1) Knowledge of cleaning materials and compounds.
- 2) Ability to operate cleaning equipment, i.e., floor buffer, vacuum cleaner, etc.
- 3) Ability to perform light physical labor with occasional lifting of at least 40 pounds.
- 4) Demonstrated ability to receive and accept written and verbal instruction and direction.
- 5) Ability to read and accurately follow written instructions on supplies containers, equipment manuals, and product literature.
- 6) Ability to correctly interpret and use devices and tools for measurement, such as tape measures, volume measurement containers, and time clocks.
- 7) Ability to perform simple computations correctly, i.e., addition, subtraction, division, such as calculating spatial area.
- 8) Ability to work with minimal supervision; ability to relate to other employees and UMOS clients in providing a clean, safe and comfortable working environment.
- 9) Able to work irregular hours.

[CONDITION OF EMPLOYMENT:]

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

Equal Opportunity Affirmative Action Employer

04/29/21