

# Green Lake Conference Center Job Description

Position: Custodian (1<sup>st</sup> Shift)

Reports to: Housing Services Director

## **Custodian (1<sup>st</sup> Shift) should have the ability to:**

1. Work alone responsibly, and stay on task
2. Take pride in one's work with an eye for detail
3. Promote and support the high level of service that Green Lake Conference Center has come to expect
4. Interact in a professional manner with our guests and fellow employees
5. Communicate effectively with team leaders, Housing Services Assistant and Housing Services Director.

## **Physical Requirements:**

Medium Work: Exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force constantly to move objects. Physical demand requirements are in-excess of those for light work.

## **Custodian (1<sup>st</sup> Shift) must have a valid WI driver's license**

## **Daily duties could include, but not limited to the following:**

1. Dress in a neat and clean manner in accordance with the uniform and dress code
2. Check with director to determine tasks for the day
3. Use proper lifting techniques to avoid injury
4. Be familiar with all safety procedures and implement them in daily routine
5. Be knowledgeable enough about GLCC to be able to answer guest's questions or steer them in the right direction
6. Carry a two-way radio at all times
  - A. Use proper radio etiquette
7. Drive GLCC vehicles in a safe and responsible manner
  - A. Obey all speed limits
  - B. Always give pedestrians and bicycles the right of way
  - C. Slow down even more if weather is a factor
8. Focus area: Clean: (see Routine Duties list)
  - A. Kraft Lobby, restrooms, and Administrative offices, restrooms, breakroom, conference room
  - B. Ollie's Internet Café and lobby
  - C. RWI/Bauer/Kern/Staughton/Pillsbury/Lawson/CYC/Lone Tree foyers and restrooms
  - D. Staff restrooms
  - E. Troster (seasonal)
9. Assist housekeepers if needed
  - A. Needs to know how to clean a guest room
10. Assure self and team members are taking timely and appropriate break times
11. Report self or team injuries to management immediately
12. Any and all other duties that may arise as part of the Housing Services department.

**Project Work Duties:**

1. Keep up the cleaning of the problem carpets throughout the year using extractor, hot water extractor, or mini-extractor
2. Sweep rugs in front of Kraft main entrance
3. Do upkeep and scheduled light maintenance on equipment
4. Keep the departments vehicles cleaned out and washed
5. Dust the beams and ductwork in the Bauer Dining Room
6. Clean the floors at the Rysdon Recreation Center and Pillsbury Hall with the automatic floor scrubbers
7. Assist the housekeepers with deep cleaning