

2025-26 Academic Year Student Custodian

Position Description and Working Agreement

Department of Residence Life • Division of Student Affairs • University of Wisconsin-River Falls

Title:	Student Custodian
Department:	Residence Life
Reports to:	Custodial Supervisor, Assistant Custodial Supervisor
Appointment:	2025-26 Year (September 3 – May 15). Employment expectations begin the date a staff member accepts the position offered.
Remuneration:	Hourly wage: \$12.00 per hour.
Hour Limit:	15 hours per week

Position Summary

The Residence Life Student Custodian position is an undergraduate student employee working in the residence halls of campus to assist permanent staff in providing basic custodial duties. This position requires you to work between the hours of 6:00a.m. and 2:30p.m.

Responsibilities

This list is not meant to be a comprehensive list of job responsibilities, there will be situations and circumstances that arise which will require staff to perform other duties as assigned.

- A. Maintain hallways, stairwells, and entries through cleaning of floors; cleaning and disinfecting fountains; cleaning walls, handrails, doors, glass, and other surfaces.
- B. Maintain basement lounges and Blu-ray rooms through cleaning of floors; straightening furniture; removing trash; cleaning wastebaskets, furniture, glass, doors, walls, and other surfaces.
- C. Maintain common areas (i.e. lobbies, basements, etc.) through vacuuming, mopping, dusting and wiping down furniture and surfaces.
- D. Clean common area of hall kitchen surfaces and equipment.
- E. Elevators – polish, vacuum, wipe down walls, disinfect/clean.
- F. Perform major periodic cleaning projects such as window and wall washing, etc., as directed.
- G. Assist in performing minor building and furniture repair including replacement of light bulbs, tightening of screws on room chairs, replace window screen, etc.
- H. Maintain outside entry areas through the removal of litter, leaves, etc., and outside stairwells.
- I. Remove recyclables from and maintain recycling containers in common areas.
- J. Take recyclables and trash to dumpsters.
- K. Perform set-ups, furniture moves, etc.
- L. Complete all safety trainings as required.
- M. Assist with the transition of residence halls from academic year to summer and vice versa.
- N. Prepare buildings for renovation projects (i.e. move furniture).
- O. Assure proper preparation of residence hall for conference groups, including making beds.
- P. Exchange linen for summer groups.
- Q. Laundry services.
- R. Perform other custodial duties, as assigned.

Knowledge, Skills, and Abilities

- A. Communicate effectively with supervisor, co-workers, and customers.
- B. Exercise good judgment at all times.
- C. Organize work tasks logically and efficiently.
- D. Recognize safety concerns and adhere to safety procedures.
- E. Recognize and communicate building problems and concerns.
- F. Use or learn to use various custodial equipment.
- G. Use or learn to use cleaning and miscellaneous chemicals.
- H. Read labels and follow instructions.
- I. Work independently or as part of a group.
- J. Respecting student's privacy.

Qualifications and Conditions of Employment

- A. Must be enrolled as full-time student, in the fall.
- B. Minimum cumulative GPA 2.0 before employment.
- C. Must attend any mandatory student custodial staff meetings.

Termination/Resignation

The following behaviors, if committed by a Student Custodian, are considered serious enough to warrant conduct referral, disciplinary action and/or termination from the Student Custodian position. Please note that this is not a comprehensive list. In the event that a Student Custodian is allegedly involved in a violation of Residence Hall and/or University policy, the Student Custodian as a student is also subject to adjudication through the conduct process of the University.

- Violation of Residence Hall and/or University policies and regulations.
- Behavior resulting in a felony conviction.
- Behavior resulting in a misdemeanor conviction that casts reasonable doubt on the likelihood of satisfactory job performance.
- Acts of negligence, depraved indifference and/or incompetence that cast reasonable doubt on the likelihood of job performance or endanger the safety of a student.
- Misuse or loss of official keys. Loss of a Master key could result in a maximum charge of \$500 assessed to the staff member for re-coring building locks.
- Refusal to comply with reasonable, legitimate and specific direction with regard to responsibilities expressed or implied in the job description.
- Behavior that can be reasonably considered to be seriously damaging to the ability of the University to meet its contractual responsibilities including but not limited to; lying, interference with University job performance, etc.
- The use of alcohol or other drugs which violates any Residence Hall/University and/or State policies or expectations of Student Custodian including but not limited to intoxication while working.

Staff members will be made aware of conditions that would lead to employee disciplinary action or termination. Signing the Student Custodian position description and contract constitutes an understanding and acceptance of these conditions.

Appeals

A staff member who wishes to appeal their termination must submit a notice to appeal within 24 hours of termination. Upon receipt of the notification the staff member must submit a written appeal outlining the rational as to why the staff member feels that termination is not warranted in their situation. The appeal must be received by the Assistant Director of Residence Life, Facilities and Business Operations within 3 business days of employment termination notice. Upon receipt of the appeal, the Assistant Director of Residence Life, Facilities and Business Operations will schedule a meeting with the appealing staff member to review the circumstances surrounding termination.

The appeal meeting with the Assistant Director of Residence Life, Facilities and Business Operations will serve as the final appeal for termination of student staff.

Any violations of the above guidelines will warrant consideration for a formal job performance review or immediate dismissal from the position and cancellation of all benefits of employment.

This offer is contingent upon:

- Final budget approval by the University
- The candidate stays in good academic standing
- The candidate stays in good conduct standing with the Department of Residence Life

In signing this agreement, I accept the Student Custodian position and agree to follow staff policies and procedures as established for this position as well as expectations communicated by the Department of Residence Life and my supervisor from this date until the end of my employment.

Student Custodian Name: _____
(Please Print)

Student Custodian Signature: _____ Date: _____