

# University of Northern Iowa

## Custodian I (06110-ME3)

<b>DEPARTMENT:</b>	Residence Facilities Administration
<b>LOCATION:</b>	Department of Residence - Crew(located in Bartlett Hall)
<b>APPLICATION DEADLINE:</b>	11/10/09 (position will be filled 01/04/10)

## Salary

<b>PAY GRADE:</b>	203
<b>MINIMUM HOURLY WAGE:</b>	\$11.01
<b>POSITION FUNDING:</b>	Room and Board Contract Revenues

## Work Schedule

<b>APPOINTMENT TYPE:</b>	Full time, 12 months
<b>SCHEDULE:</b>	Monday - Friday, 7:00 a.m. - 3:30 p.m.
<b>SHIFT:</b>	1 <sup>st</sup> Shift

## Job Details

### PRIMARY FUNCTION:

Under direct supervision, performs cleaning duties necessary for the general maintenance of buildings which involve tasks that require carrying, lifting, bending; changes light bulbs in assigned areas using stepladder; shovels snow and spreads ice melt to maintain building entrances; assists in unloading trucks of supplies and equipment, and unpacking, assembling, and moving furniture; reports needed repairs; fills out order forms for requesting cleaning materials, supplies, etc.; locks and unlocks doors; and cooperates with student and full-time employees to familiarize them with duties required.

### POSITION REQUIREMENTS:

**PREFERRED QUALIFICATIONS:** Good communication skills and custodial experience preferred.

## Application Process

Application may be obtained by downloading at:

[http://www.vpaf.uni.edu/hrs/employ/merit/documents/merit\\_application.pdf](http://www.vpaf.uni.edu/hrs/employ/merit/documents/merit_application.pdf)

A hard copy Merit application is available at:

Human Resource Services

027 Gilchrist Hall, UNI

Cedar Falls, IA.

Phone: 319-273-2422

Fax: 319-273-2927

URL: [www.uni.edu](http://www.uni.edu) UNI is a smoke free campus

Criminal and other relevant background checks required.

**Application must be received by 5:00 p.m. on Tuesday, November 10, 2009**

THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A  
COMPREHENSIVE PLAN FOR AFFIRMATIVE ACTION.