

University of Northern Iowa

Custodian I (05910-ME3)

DEPARTMENT:	Residence Facilities Administration
LOCATION:	Department of Residence - Rider Hall
APPLICATION DEADLINE:	11/10/09 (position will be filled 12/21/09)

Salary

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

Work Schedule

APPOINTMENT TYPE:	Full time, 12 months
SCHEDULE:	Monday - Friday, 7:00 a.m. - 3:30 p.m.
SHIFT:	1 st 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

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 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.