

Job Order 601795
January 15, 2018

Department: Woodland Regional Learning Center (Aurora) **Reports To:** Regional Manager
Salary Grade: PA
Position #: 07100112

LOCATION: Aurora, WI
HOURS: 4 to 5 hours per week, after 6pm and/or weekends. Flexibility required.
SALARY: \$11.37/hour

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

POSITION SUMMARY

Perform custodial tasks of maintaining restrooms and common spaces to cleaning standards. Remove refuse and recycling materials. Assist facilities team with furniture moves.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Refuse and recycling
- Maintain restrooms to cleaning standards.
- Maintain common spaces to cleaning standards.
- Maintains Work Force Development Fraud Office to cleaning standards.
- Assist as necessary with furniture relocations

POSITION QUALIFICATIONS

Competency Statement(s)

- Values - Demonstrate behaviors and action that support the College's values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.
- Accuracy - Ability to perform work accurately and thoroughly.

- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Reliability - The trait of being dependable and trustworthy.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Tactful - Ability to show consideration for and maintain good relations with others.

SKILLS & ABILITIES

Education: High school diploma or equivalent

Experience: Two years previous cleaning experience

***An equivalent combination of work experience and education may be considered.*

PHYSICAL DEMANDS

N – Not Applicable

O – Occasionally – up to 33 percent of the time or 0 to 2.5 hours per day

F – Frequently – 33 to 66 percent of the time or 2.5 – 5.5 hours per day

C – Constantly – more than 66 percent of the time or more than 5.5 hours per day

Physical Demands		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	O – Occasionally
Sit	O – Occasionally	21-50 lbs	O – Occasionally
Handling / Fingering	O – Occasionally	51-100 lbs	O – Occasionally
Reach Outward	O – Occasionally	Over 100 lbs	O – Occasionally
Reach Above Shoulder	O – Occasionally	Push/Pull	
Climb	O – Occasionally	12 lbs or less	O – Occasionally
Crawl	O – Occasionally	13-25 lbs	O – Occasionally
Squat or Kneel	O – Occasionally	26-40 lbs	O – Occasionally
Bend	O – Occasionally	41-100 lbs	O – Occasionally

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.