

UC Student Porter

Department: James R. Connor University Center

Reports To: Custodial Services Supervisor – UC Facilities Management & Custodial Lead Workers weekdays and UC Building Managers on weekends

Hours per week: Required to maintain 9-12 hours per week during the academic year. Work shifts are Monday thru Friday 6am-9am, 9am-12pm, 12pm–3 pm, 3pm–6 pm, & 6pm – 9pm. Saturday and Sunday 6am-9am, 9am-12pm, 12pm–3 pm. Sign-up for work shifts occurs prior to the first week of classes for each semester. Additional opportunities may be offered during semester breaks, Spring Break, and summer months on a limited basis.

Starting Wage: \$8.25 per hour

High Impact Practice – By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

Position Summary

The Student Porter is responsible for assisting with cleaning entry ways, door glass, spot sweeping all flooring, outside and inside trash/recycling, keeping the bathrooms clean, and shoveling snow and assist with Hamilton Room set-ups as needed. Special attention may also need to be given to Summers Auditorium, especially if an event is taking place on Thursday or Friday nights.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Works independently, in the absence of the custodial or building staff
- Demonstrates good time management by arriving to work, programs, and meetings on time

Personal and Social Responsibility

- Monitors and empties trash/recycling from the Ike Shaffer Commons/ UC Concourse areas as needed
- Wipes off smudges and smears from door glass
- Wipes off smudges and smears from walls, ledges and railings
- Keeps computer stations free of litter, trash and debris
- Wipes off smudges, smears, litter and debris from tables, chairs and couches, as needed
- Removes litter and debris from bathrooms. This will include spot sweeping, informing custodians when dispensers are empty (soap, roll towels, toilet paper), and emptying trash as needed
- Removes litter and debris from tile, carpet, rubber flooring, ramps, steps and elevators
- Lives the UC brand image through the 6 Keys of Exceptional Customer Service
 - *Smile and Greet, Appearance, Competence/Knowledge, Communicate, Go the Extra Mile, Say “Thank You” and “You’re Welcome”*

Integrative and Applied Learning

- Assists with set-up and turnaround of the Hamilton Room as needed
- Evaluates, updates, and implements current office procedures

Knowledge of Human Cultures and the Physical and Natural World

- Serves as a “Runner” (retrieving items as needed)
- Serves on an “on call basis” – performs tasks as they arise, delegated by Supervisor, Lead Custodial Worker(s) or Building Manager
- Works collaboratively with UC departments

Required Skills and Abilities

- Must possess the physical strength and stamina to perform required tasks including: ability to bend, stoop, kneel, move furniture, and work on your feet for extended periods of time

Work Environment

- This position works in the James R. Connor University Center. Students filling this position will work in all common areas, dining areas, activity areas, conference rooms, hallways, restrooms, entryways and stairwells of the UC building

Minimum Qualifications

- Must be a registered UW-Whitewater student enrolled at least half time
- Must maintain an overall GPA of 2.0

Both Work Study and Regular Pay candidates will be considered.

UW-Whitewater is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified UW-Whitewater students to apply.

Contact Information

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