

# Housing Authority of the City of Wisconsin Rapids

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## Position Description

**Type:** Part-time

**Department:** Maintenance

**Position Title:** Housing Custodian

**Pay Range:** \$18.00/hour

**Reports To:** Facilities Coordinator/Public Housing Manager

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## Position Summary

The Housing Custodian plays a vital role in maintaining cleanliness, safety, and livability across Housing Authority–owned properties. This position is responsible for cleaning and sanitizing common areas, as well as preparing residential units for new occupancy through detailed turnover cleaning.

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## Key Responsibilities

- Clean and maintain common areas including hallways, lobbies, stairwells, laundry rooms, elevators, public restrooms, and community spaces.
  - Perform deep cleaning of vacated units to prepare them for new residents, including kitchens, bathrooms, floors, walls, windows, and appliances.
  - Remove trash, debris, and abandoned items from units and common areas.
  - Restock supplies and report inventory needs to supervisor.
  - Identify and report maintenance issues such as leaks, damage, or pest concerns.
  - Follow safety protocols and use appropriate cleaning chemicals and equipment.
  - Assist with snow removal, exterior upkeep, and seasonal cleaning tasks as needed.
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## Qualifications

- High school diploma or equivalent preferred.
- Prior custodial or janitorial experience, especially in residential or public housing settings, is a plus.
- Ability to work independently and manage time efficiently.
- Physical ability to lift up to 50 lbs and perform manual labor.
- Familiarity with cleaning products, safety data sheets (SDS), and PPE usage.
- Strong attention to detail and commitment to cleanliness and resident satisfaction.

## Schedule & Conditions

- Monday through Friday, no weekends.
  - Flexible and reliable transportation to multiple job sites.
  - Work may involve exposure to cleaning chemicals, biohazards, and varied weather conditions.
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## Application Process

Interested candidates should submit the following materials:

- A completed application form (available at the Housing Authority office or on our website).
- A current resume outlining relevant experience.
- Contact information for at least two professional references.

**Deadline:** Applications must be received by **Friday, December 31, at 4:30 PM**. Late or incomplete applications will not be considered.

### Submission Options:

- **Email:** Send materials to **mary@wisrapids.org** with the subject line *Housing Custodian Application*.
- **Mail/Drop-off:** Housing Authority of the City of Wisconsin Rapids, 2521 10<sup>th</sup> Street South, Wisconsin Rapids, WI 54494.
- **In-person:** Deliver to the Housing Authority office during regular business hours.

### Selection Process:

- Qualified applicants will be contacted to schedule an interview.
- Final candidates may be asked to provide additional documentation or undergo a background check.
- The position will remain open until filled, but priority will be given to applications received by the stated deadline.

## Equal Opportunity Statement

The Housing Authority of the City of Wisconsin Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Housing Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.