

University Commons and Student Activities
Student Staff
Facility Services Assistant

Primary areas of responsibility

1. Provide custodial and other special services to the University Commons.
2. Assist University Commons Senior Custodial Worker with set-ups and special projects.

Specific duties and responsibilities

1. Follow schedule established for assigned shift to clean assigned areas of the University Commons.
2. Cleaning duties shall include but not be limited to: vacuuming carpeted areas, sweeping and mopping hard surface floors, clean and sanitize rest rooms, restock rest room supplies, empty trash cans, clean glass, dust, etc.
3. Other building services duties shall include but not be limited to: restoring standard set ups in meeting rooms and lounges, setting up tables and other equipment for programs, performing minor maintenance projects, etc.
4. Respond to last minute changes in schedule.
5. Be aware of the cleaning standards/requirements of any particular job or facility.
6. This position may be required to drive state vehicles or rented vehicles in the course of departmental, divisional, or university business.

Learning Outcomes

1. Time management
2. Organization and communication skills
3. Resource management
4. Process improvement
5. Quality control
6. Customer Service
7. Self-motivation; work autonomously
8. Collaboration and teamwork

Selection Criteria

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| Required: | <ul style="list-style-type: none">- Ability to work assigned shift- Ability to work effectively with minimal supervision- Flexible schedule to accommodate special projects- Physically capable and willing to work hard- Ability to follow written and oral instructions |
| Preferred: | <ul style="list-style-type: none">- Attention to details- Experience in cleaning or maintenance- Experience in customer service environment |
| Desired: | <ul style="list-style-type: none">- Involvement in some area of campus life |

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