Title: Building Services Assistant
Department: Facilities Services
Reports to: Direct Supervisor & Facilities Services Office Manager

Position Summary:

The Facilities Services Building Services Assistant position is an undergraduate student employee working in the academic buildings or residence hall buildings of campus to assist permanent staff in providing basic custodial duties.

Responsibilities:

- Maintains classrooms and labs through cleaning floors, blackboards, erasers; replacing chalk; straightening furniture; removing trash; cleaning wastebaskets, furniture, glass, doors, walls, and other surfaces.
- Maintains restrooms, shower rooms, and locker rooms through cleaning and disinfecting floors, sinks, stools, and urinals; replenishing products; removing trash; cleaning and disinfecting wastebaskets, walls, doors, partitions, and other surfaces.
- Maintains hallways, stairwells, and entries through cleaning of floors; cleaning and disinfecting fountains; cleaning walls, handrails, doors, glass, and other surfaces; machine buffing as necessary.
- Maintains offices and lounges through cleaning of floors; straightening furniture; removing trash; cleaning wastebaskets, furniture, glass, doors, walls, and other surfaces.
- Maintains special use areas (auditoriums, gymnasiums, observatories, theatres, etc.) through cleaning floors, fixtures, furniture; removing trash; cleaning wastebaskets, glass, doors, walls, and other surfaces.
- Performs major periodic cleaning projects such as window and wall washing; floor scrubbing, stripping, buffing and waxing; carpet extraction, pressure spraying, etc., as directed.
- Maintains outside entry areas through the removal of snow, litter, leaves, etc.
- Removes recyclables from and maintain recycling containers in common areas.
- Assists with event set-ups, furniture moves, etc.
- Reviews and understands all safety documents/manuals.
- Reads and signs ‘Student Employee Agreement’ prior to beginning work.
- Performs other custodial or maintenance duties as assigned.

Qualifications and Conditions of Employment

- Must be enrolled as a full-time student during the period of employment.
- Must file proper paperwork with Career Services and the Facilities Services Office prior to beginning work.
- Must possess the physical strength and stamina to perform required work including being able to bend, stoop, kneel, move furniture, work on one’s feet for long periods of time and the ability to lift up to 50 pounds or more. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
Knowledge, Skills, and Abilities

- Communicates effectively with supervisor, co-workers, and customers.
- Exercises good judgment at all times.
- Organizes work tasks logically and efficiently.
- Recognizes safety concerns and adhere to safety procedures.
- Recognizes and communicate building problems and concerns.
- Uses or learns to use various custodial equipment.
- Uses or learns to use cleaning and miscellaneous chemicals.
- Reads labels and follow instructions.
- Works independently or as part of a group.