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Neil

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APR 05 2017

Fall **Custodial & Maintenance Worker Position Description** **FINANCIAL AID**

- **Duties:** Custodial/ Maintenance Services in all Residence Halls, Family Apartments, Student Union and Dean of Student Center.
- **Availability and Approachability:** Weekly work hours will be established depending on summer group arrivals and departures. Early arrival for pre-semester training one day before summer hall opening is mandatory. No leave will be granted for the first fifteen working days May 8th through May 29th.
- **Individual Resident & Guest Relations:** Offer positive support by providing excellent customer service and serving as a referral agent to appropriate university or city resources. Demonstrate active listening skills, role model healthy personal behavior, and acquire working knowledge of student services on campus.
- **Administration:** This position does not serve in a duty capacity and is not expected to work the desk. The primary function of this staff member is in supporting general summer operations and facility custodial and maintenance services. This includes, but is not limited to: cleaning rooms and bathrooms, shampooing carpets, stripping floors, moving equipment and furniture, as needed, and indoor and outdoor painting.

MINIMUM REQUIREMENTS OF THE MAINTENANCE POSITION:

- 2.5 GPA
- Must have lived in a residence hall for at least one semester
- Must have general knowledge of maintenance skills
- Hired for a full summer of employment: early May to late August
- Free of any disciplinary sanctions imposed through the University student conduct system at the time of appointment
- Good financial standing with the University
- Must restrict extra-curricular activities and outside work unless authorized by supervisor

SUMMER COMPENSATION

- Maintenance Pay Rate: \$8.75
- Pay Rate for student supervisor: \$9.00

Required Work Dates:

All summer housing staff must be available for staff training on the following dates:

- May 8th