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| **Job Title:** *The formal title of the position*  Facilities Summer Support | **FLSA Classification:**   * Exempt ☐X Nonexempt |
| **Reports to:** *Title of the position that the job incumbent reports to*  Ricardo Vargas | **Location:**  Operations Building |
| **Department:** University Operations | **Division:** Facilities |
| **Employment Category:**  ☐X Full-Time ☐Part-Time | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

These seasonal, non-benefits eligible positions are expected to begin on May 09, 2022 and last less than 120 days. Successful candidates will clean and care for university buildings and premises as well as move equipment, furniture and setup for classes or special events. Light maintenance support will also be required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Cleaning of university buildings to include emptying waste containers, cleaning restroom facilities, dusting furniture, walls and ducts, light fixtures, vents, mopping floors, stripping and waxing floors, vacuuming and extracting carpets, dusting and washing windows.
* Complete special housekeeping projects, moving furniture, linens, and support special event preparation.
* Promptly identify and report minor maintenance problems to supervision.
* Re-supply custodial closets and restrooms regularly.
* Light maintenance, such as painting, etc.
* Perform other related duties as required.

**QUALIFICATIONS**

State the minimum qualifications required to perform the job successfully. These are the qualifications that are necessary for someone to be considered for the position.

All qualifications must comply with the EEOC guidelines. Qualifications include:

* + Must demonstrate the ability to speak English at a level necessary to communicate with coworkers, staff, faculty, and students.
  + Must demonstrate the ability to read English at a level necessary to understand safety information contained on MSDS, and cleaning methods used in the normal course and scope of the job.
  + Related experience plus the ability to operate the floor machines required.
  + Must be able to lift and carry up to 50 pounds, climb stairs and ladders to 20 feet and work off a platform lift or scaffold.
  + Ability to comply with workplace guidelines and attendance requirements (i.e. emergency cell phone use only).
  + Provide verifiable local references.

**WORKING CONDITIONS**

Work schedules are primarily from (7:30 am - 4:00 pm) - Monday - Friday, however regular schedules may be altered to meet the needs of the university.

**PHYSICAL REQUIREMENTS**

Assigned custodial vacuum cleaners, mop and bucket, brooms, squeegee, floor machines such as buffer, automatic scrubber, carpet extractor and small tools for repair.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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| HR OFFICE USE ONLY: | |
| **Approved by:** | *Signature of the person with the authority to approve the job description* |
| **Printed Name of Approver:** | *Printed name of the person with the authority to approve the job description.* |
| **Date approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |