

## **MVNU Student Employment Job Description**

**JOB TITLE: Student Summer Employment for Facilities**

**DEPARTMENT: Facilities**

**REPORTS TO: Director of Facilities, and Leads in Facilities Department**

### **Student Groundskeeper:**

- Candidate must be at least 20 years of age and have a certified driver's license with a clean record;
- Operate vehicles and powered equipment;
- Care for established lawns and flowerbeds by mulching, aerating, weeding, trimming and edging around flower beds, walks, and walls;
- Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, and axes;
- Prune or trim trees, shrubs, and hedges, using shears, pruners, or power trimmers;
- Gather and remove litter;
- Maintain or repair tools, equipment, hard surfaces, and structures, such as buildings, greenhouses, fences, and benches, using hand or power tools;
- Mix and spray or spread fertilizers and/or herbicides, using hand or automatic sprayers;
- Water lawns, trees, and plants, using portable sprinkler systems, hoses, or watering cans;
- Trim or pick flowers and/or pulling weeds to clean flower beds;
- Plant seeds, bulbs, flowering plants, grass, ground covers, trees, or shrubs and apply mulch for protection, using gardening tools;
- Reports all repairs required and safety and fire hazards to supervisor;
- Observes safety standards and practices;
- Set-up, tear-down and move furniture for campus events;

### **Student Painter:**

- Must be able to work outside and or inside buildings;
- Ability to climb ladders;
- Tolerant of mixing paints, cleaning brushes and paint pans, using chemicals related to painting;
- Experience preferred in interior and exterior painting, with the ability to maintain neat clean working environments;
- Observes safety standards and practices;
- Set-up, tear-down and move furniture for campus events;

## **Student Housekeeper:**

- Clean and dust offices, classrooms, kitchens, living spaces, dormitories, laboratories, lobbies, locker rooms, stairways, corridors and elevators;
- Clean and sanitize restrooms, restock supplies;
- Maintain adequate supply of cleaning equipment, supplies and fulfills requests when needed;
- Reports all repairs required and safety and fire hazards to supervisor;
- Observes safety standards and practices;
- Set-up, tear-down and move furniture for campus events;

## **Student Floater:**

- Ability to be flexible to be assigned to multiple assignments daily;
- Will float between housekeeping, painting, grounds keeping and other assignments as needed by facilities;
- Flexible schedule based on demand.
- Observes safety standards and practices;
- Set-up, tear-down and move furniture for campus events;

## **REQUIREMENTS:**

- Must be enrolled at MVNU or other institution.
- Excellent communication and interpersonal skills demonstrated by the ability to communicate with managers, co-workers, students, and members of the general campus community in a courteous manner.
- Demonstrates time management skills with the ability to work with little supervision.
- Ability to meet University standards.
- Ability to work alone or within a team to achieve standards without constant supervision.
- Ability to operate large and small power-driven equipment.
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Must be able to lift and carry up to 50 pounds on a repetitive basis.
- Must be able to work outside in all elements; including potential allergies, sun shine and rain;
- Must be flexible to perform other duties as assigned.

**\*Interested students should submit a student employment application the Human Resources Office ASAP**