

MVNU Student Employment Job Description

JOB TITLE: Facilities Team/Event and Snow Crew Lead

DEPARTMENT: Facility Services

REPORTS TO: Director of Facilities Operations

REQUIREMENTS:

- **Recommended Education/Training:** Completed 1 year of college education.
- **Skills:** A desire to achieve specific tasks with a team to support university operations. Dependability in following schedules and procedures. Ability to work with people in stressful situations. Customer-service oriented approach to problem solving. Effective verbal and written communication skills.
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook
- **Expectations:** Provide organized leadership to work teams and communication to full-time Facilities employees. Exhibit a Christ-like attitude in all assigned duties.
- **Special Requirements:** One year of work in the Facilities Team

DUTIES (include but not limited to):

- Primary contact between Director of Facilities and student crews to complete Event and Snow Crew specific tasks;
- Calling and scheduling student crew members to complete scheduled events;
- Moves and arranges tables, chairs, and other furnishings to meet customer event needs;
- Monitors events, provides litter control, stocking restrooms, removing trash, and other duties as needed;
- Sweep and mop bleachers after basketball games;
- Clears snow and ice from exterior walkways and steps;
- Cleans, sanitizes and deodorizes restrooms; restocks supplies;
- Cleans multi-level stairwells, sidewalks and entrance ways;
- Maintains adequate supply of cleaning equipment/supplies and requests re-supply when needed;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service;
- Reports all repairs required and safety and fire hazards to supervisor;
- Observes safety standards and practices;
- Other duties as assigned

NORMAL WORKING HOURS and DAYS: Available hours will vary based on the needs of various events across campus and weather. Events and hours will be posted as soon as possible, and Student Event Support Staff can sign up for events that they are able to work. Expected available hours/week will be between 4 and 15. Student Event Support Staff are not required to work every event, but are expected to attempt to work as many as possible.