

## **MVNU Student Employment Job Description**

**JOB TITLE:** Facilities Team/Event and Snow Crew

**DEPARTMENT:** Facilities Services

**REPORTS TO:** Assistant Director and will receive general supervision from a Lead Housekeeper, Housekeeping and Facilities staff or the Campus Event Manager.

### **Requirements:**

- Evangelical Christian confession of faith and experience
- High School diploma or GED (preferred)
- 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 clearly defined University cleaning standards within designated shift;
- Ability to work alone or within a team to achieve cleaning standards without constant supervision;
- Ability to operate large and small power driven equipment (vacuum sweeper, buffer, etc.);
- Previous related experience and knowledge of standard cleaning procedures (preferred);
- Knowledge of the English language, including the meaning of common words, phrases and terms as well as the ability to spell common words, and discuss daily work assignments;

### **Physical Requirements**

- Ability to set-up, tear down, move furniture throughout buildings, and lift up to 50 pounds;
- Ability to operate a snow shovel in dark and daylight alike;
- Ability to work with standard cleaning chemicals.

### **Duties (include but are not limited to):**

- 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;

*The above statements describe the general nature and level of work to be performed by an individual assigned to this position. This is not intended to be an exhaustive list of all responsibilities and duties required of the position.*

**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.

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