



## **MVNU Student Employment Job Description**

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

**DEPARTMENT: Facilities**

**REPORTS TO: Director of Facilities, and Coordinators in Facilities Operations**

### **Student Groundskeeper:**

- Candidate is preferred to 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 Moving and Flexibility**

- Set-up, tear-down and move furniture for campus events and other requests.
- Must be able to work outside and or inside buildings.

- Ability to climb ladders;
- Observes safety standards and practices.
- Ability to be flexible to be assigned to multiple assignments daily.

### **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 fulfill 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.

### **REQUIREMENTS:**

Must be 18 years of age.

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 to the Human Resources Office ASAP**

Updated 4-3-2025 lls