



# Student Labor Position Description

## Single WLS Level Form

Department Name: Child and Family Studies

Org. #: 2112

Position Title: Building Monitor and Janitor

WLS Level: 4 Position Code: S57205

Contract Hours: As defined by the status form and/or the grade level descriptions

Current Revision Year: 2009

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### WORK-LEARNING-SERVICE LEVELS (WLS)

- **WLS 1 – Entry Level** – This level is assigned to the following:
  1. All entering students during the first year of enrollment (or first term if entering mid-year); and
  2. Students of any classification whose work is characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks, and requiring direct supervision of worker results
- **WLS 2 – Intermediate Level** – This work typically involves less direct supervision than WLS Level 1, perhaps more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.
- **WLS 3 – Skilled Level** – The work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out.
- **WLS 4 – Advanced Level** – Normally involves the supervision of other students, the ability to apply advanced skills, and the capacity to assume higher levels of responsibilities for departmental operations. As with WLS Level 3, the work is typically skilled, requires little direct supervision, allows for independent judgment on procedures, and has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out. Labor Departments may require WLS level 4 positions to be more than the minimum 10 hour commitment; if so, the Status Form will reflect this requirement.
- **WLS 5 – Management Level – Must be a 15 hour commitment – Allocation of a WLS Level 5 is limited and must be approved by the Dean of Labor / Labor Team.** *Prerequisite: One term at WLS level 3 or 4 and no forms of academic, labor, or social probation.*

This level demands an understanding of departmental policies and relationships. Students are expected to develop and model strong interpersonal / communication skills in the workplace. In addition, students must demonstrate autonomy, high level skills, and assume advanced level responsibilities for departmental functions and/or programs. This level is assigned to the following:

  1. Student managers in the department; or
  2. Students responsible for managing highly technical positions within the department; or
  3. Master level student artisans
- **WLS 6 – Director Level – Must be a 15 hour commitment – Allocation of a WLS level 6 is limited and must be approved by the Labor Program Council.** *Prerequisite: One term at level 4 or 5 and no forms of academic, labor, or social probation.*

Students assigned to this level serve as role models as workers and as students, displaying behaviors and values that are consistent with the Berea College Workplace Expectations -- both on and off the job. These positions require the highest levels of worker autonomy, advanced skills sets, and supervisory responsibilities for individuals, student managers, and departmental operations. Students must be involved in the following:

  1. Supervision of other student managers; or
  2. Supervision of students in highly technical positions
- **WLS UC -- Unclassified** – The positions of Student Government Association President, Campus Activities Board chair, chimes Editor, and pinnacle Editor are unclassified. These positions involve the highest levels of autonomy and responsibility as in the case of WLS level 6 positions.

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#### I. WLS Level: 4

#### II. Description Of Duties For This Position:

- A. The Monitor and third-floor custodian is responsible for maintaining the safety and security of the Emery Building. This responsibility includes being able to effectively communicate with people both in and outside the Department (i.e. Facilities Management, Public Safety, etc.) and is accountable for the building keys.
- B. Open/unlock the Child and Family Studies building at 7:30. Open all classroom doors and turn on all foyer and room lights.
- C. Close building at 5:30 daily, completing a security check of the building to ensure all visitors have exited and all windows and doors (entrance/exit and classrooms) are closed and locked. Check to see that all printers, computers, coffee makers, and other electrical appliances are turned off.
- D. Monitor the cleaning duties of the second and third-floor janitor(s) and report any inconsistencies to the CFS Office Manager/Labor Supervisor. Take responsibility for the duties of the second- and third-floor janitor(s) when absent.

- E. Each month, check functionality of safety equipment in entire building, including fire safety equipment, exit lights, etc. File a report on the status of the building safety equipment with the College Public Safety office. Send work orders to Facilities Management (via email) and copy the CFS Office Manager.
- F. Organize the janitor's closets and complete an Inventory of supplies weekly. Order cleaning supplies through Facilities Management (via email) and copy the CFS Office Manager.
- G. Make sure supplies are furnished for the classrooms. Ensure classrooms are tidy.
- H. Daily, sweep and mop third-floor restrooms, sanitize toilets, wipe/sanitize stall wall next to toilet, empty trash, replenish all paper and soap supplies.
- I. Maintain appearance of third-floor lobby and break area; sweep daily, dust and mop weekly.
- J. Maintain tidiness and freshness of elevator.
- K. Must possess a willingness to work on occasions, non-traditional hours; open and/or close building for groups, classes, etc. when indicated by Department Chair and/or supervisor.

### **III. Learning Opportunities For This Position:**

- A. Develop an understanding of relations between individuals, institutions, and processes; comprehension of job-related values realities, and goals; a commitment to service; and the ability to articulate and interpret observations and experiences.
- B. Develop sense of responsibility for entire building and building occupants security.
- C. Increase sense of accountability in a mini-community work/study environment.

### **IV. Qualifications Needed For This Position:**

- A. Dependability, responsibility, respect for confidentiality, friendly personality, maturity, and honesty.
- B. Maintain effective organizational skills and work with limited supervision.
- C. Must have physical mobility and able to lift 35 pounds.
- D. Possess an understanding of the importance of initiative and awareness of job-related needs.
- E. Problem-solving ability; and an understanding of the role of standards and leaders.
- F. Must be conscientious in maintaining conservation, recycling, and sanitation skills.
- G. Prior experience with cleaning and organizational experience preferred.