

approved

STUDENT LABOR POSITION DESCRIPTION

Education

Most Recently Updated 03/29/99

Position Title: Student Janitor
Must work 10 hrs/wk.

I. Grade Level: 1

II. Description:

A. The following are the essential duties for a Janitor in the Educational Studies Department:

1. With other janitor, perform all manner of cleaning for two and one-half floors of building: 7 offices, 2 large classrooms, 3 rest rooms, 2 supply rooms, a file room, 4 large hallways, a lobby, a large stairway, media room, and 2 cleaning supply closets.
2. Inventory and order cleaning supplies regularly.
3. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:
None beyond those described as essential.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B.** Take initiative on the job.
- C.** Take responsibility for important work well done.

IV. Basic Qualifications:

- A.** General: Ability to work independently; taking cleaning job seriously; take responsibility for own work.
- B.** Skill: none.
- C.** Physical: Ability to lift and carry cleaning equipment.
- D.** Academic: none.

V. Desirable Qualifications:

Prior experience with cleaning and cleaning skills preferred.

VI. Narrative Summary:

Student was entirely responsible for cleaning (with one other student janitor) two and one-half floors of Education building: 7 offices, 2 large classrooms, 3 rest rooms, 2 supply rooms, a file room, 4 large hallways, a lobby, a large stairway,

media room, and 2 cleaning supply closets. Student was also responsible for inventorying and ordering cleaning supplies.