

**STUDENT LABOR POSITION DESCRIPTION****Dept. of Chemical Hygiene and Scientific Instrumentation**

Most Recently Updated 03/08/99

Position Title: Janitor/Clerk

Must work 10 hrs/wk.

**1. Grade Level: 1****2a. Description:** The following are the essential duties for a janitor/clerk in the Department:

- A. The janitors/clerks are responsible for being punctual to work. On arrival they must clock-in using the time clock in the computer room and when finished with their duties they must clock-out. If a janitor knows he/she is going to be late or absent from work they must inform the departmental director in sufficient time.
- B. Janitors/clerks are required to be trained for two weeks in all aspects of their position by the student director and the monitor, (ex. the monitor needs to make the janitor aware of all cleaning responsibilities).
- C. Each janitor will be designated a closet which holds janitors' supplies. The janitor is responsible for the cleanliness and informing the student monitor if any restocking is needed. \*Each janitor will be issued a key that may open any janitor's closets within the Science Bldg. They are assigned these keys by Mr. Tom Haas, in which they must check-in and checkout.
- D. Each janitor will be designated areas to be cleaned within a scheduled time. The areas include rooms: 27, 106, 101, 401, 306, 17, Library, Lounge, and Computer Room. The janitor must complete within the scheduled time the assigned checklist by the monitor which is posted on the wall of each area or any assigned task by the student director.
- E. All workers, including janitors, are required to attend a labor meeting at four o'clock on every Thursday unless cancelled by the department director.
- F. Performs other job-related duties as assigned.

**2b.** The following are possible additional duties for this position:

- A. A janitor may be required to assist the Science Librarian (Mrs. Hooker) upon request. The duties will be assigned and explained by the Science Librarian.
- B. A janitor may be required to assist a student supervisor (student director, assistant supervisor, student monitor) upon request. The duties will be assigned and explained at that time.
- C. A janitor will be required to complete a resume by the end of the year.
- D. See that the workplace and environs are clean.

**3. Learning Opportunities:**

- A. Organizational Skills
- B. Time Management Skills
- C. All functions of the Department in regards to the Science Building
- D. All functions of the Science Library
- E. Office Management Skills

**4. Basic Qualifications:**

- A. General: Able to work in a team oriented environment
- B. Skill: No requirements
- C. Physical: Able to work with janitorial supplies and around laboratory areas.
- D. Academic: Must be available to work majority of hours between 8am and 5pm Monday—Friday.

**5. Desirable Qualifications:**

A. Desire science and/or technology majors.

**6. Narrative Summary:**