

**STUDENT LABOR POSITION DESCRIPTION****Theatre Laboratory**

Most Recently Updated 04/07/04

Position Title: Building Monitor  
Must work 15 hrs/wk.

**I. Grade Level: 4****II. Description:****A.** The following are the essential duties for a Building Monitor in Dramatics:

1. Be willing to work 15 hours a week. Only under exceptional circumstances can the student work fewer hours.
2. Assume the responsibilities of all workers other than the Labor Supervisor. Assume the responsibility to ensure the building is clean (clean meaning more than the fundamentals). Ability to identify and report building repairs to Facilities Management.
4. Ensure building supplies are kept in stock and ordered on a timely basis.
5. Ability to unlock and lock the building Monday through Friday, also during rehearsal and performance schedules.
6. Ability to manage the recycling in such a way that building cleanliness and building neatness are maintained.
7. Ability to remove trash blown or left on the area outside the building (all entrances and exits) on the area of a distance of 25 feet.
8. Keep an accurate record of all daily and occasional cleaning projects; keep an accurate record of all repairs to be done.
9. Perform other job-related duties as assigned.

**III. Learning Opportunities:**

- A. Develop the attributes of Grade 4 positions.
- B. Become sufficiently skilled in all cleaning equipment and methods, informed on building repair procedures, working collegially with Labor Supervisor.
- C. Become more mature and prudent.
- D. Learn to accept guidance and make decisions independently.

**IV. Basic Qualifications:**

- A. General: Leadership ability; management skills; decision making skills; fairness; problem solving skills; tact, prudence, warm rapport with colleagues; mature judgement.
- B. Skill: High standards of excellence in job performance, cleaning equipment knowledge, knowledge of cleaning chemicals.
- C. Physical: Physical mobility and manual dexterity.
- D. Academic: Reading, thinking and writing skills; ability to integrate skills learned in the classroom, the work place and the college community.

**V. Desirable Qualifications:**

- A. Personality traits: independence; reliability; dependability; honesty; commitment to ethical standards and consistent ability to live by them in daily life.
- B. Skills: ability to assume independent tasks based on broad guidelines and clear expectations; the maturity to adhere to these guidelines and to act independently based on them when the Labor Supervisor is not available.

**VI. Narrative Summary:**

Student monitored duties performed by students, talking with Labor Supervisor about specific duties and repairs to be performed. Student ordered supplies for building maintenance or janitorial needs. Student was punctual in unlocking and locking building in regard to the need.