

approved

STUDENT LABOR POSITION DESCRIPTION

Facilities Management

Most Recently Updated 03/15/99

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

1 Grade Level: 1-3

2a Description: The following are the essential duties for a Student Worker in the Solid Waste/Recycling office of the Facilities Management Department:

- A. Make solid waste/recycling pickups.
- B. Sort recyclables.
- C. Perform other job-related duties as assigned.

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

- A. Operate equipment as licensed/qualified (pickup vehicle, baler).
- B. Assist in maintaining records.
- C. Communicate with program users in assessing immediate needs.
- D. See that the workplace and environs are clean.

3 Learning Opportunities:

- A. If Grade 1, 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. If Grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- C. If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- D. What constitutes recyclables, how to keep recycling stream clean.
- E. Comprehensive program operations.

4 Basic Qualifications:

- A. General: none.
- B. Skill: Driver's license, completion of Defensive Driving course.
- C. Physical: none beyond driving ability.

D. Academic: none.

5 Desirable Qualifications:

A. Enthusiasm.

B. Belief in positive sociological application of program.

6 Narrative Summary: Student performed pickups of solid waste and recyclables and sorted recyclables. Student may have done problem solving with program users, helped maintain records, and operated equipment.