

STUDENT LABOR POSITION DESCRIPTION

Facilities Management

Most Recently Updated 03/15/99

Position Title: Student Security Monitor

Must work 10 hrs/wk.

1 Grade Level: 4

2a Description: The following are the essential duties for a Security Monitor in the Housekeeping/Public Buildings office of the Facilities Management Department:

- A. Live in building for security purposes.
- B. Begin working one week before classes begin.
- C. Coordinate cleaning for special events.
- D. Perform minor repairs to the building and its appliances.
- E. Supervise work performed by Custodians I and II.
- F. Order supplies as needed.
- G. Log and report Custodians' daily time worked.
- H. Conduct weekly labor meetings.
- I. Participate in fire and safety programs.
- J. Turn in maintenance requests for repairs to Facilities Management.
- K. Attend Housekeeping and Labor meetings.
- L. Perform other job-related duties as assigned.

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

3 Learning Opportunities:

- A. Develop the attributes appropriate to Grade 4 positions: 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, experiences, and understanding.
- B. How to perform minor repairs.
- C. Supervisory skills and staff-meeting leadership skills.
- D. Leading fire and safety programming.

4 Basic Qualifications:

- A. General: Two years' prior experience as Custodian.
- B. Skill: Thorough knowledge of industrial housekeeping; management skill.
- C. Physical: Ability to perform all duties.
- D. Academic: Be junior or senior in class standing.

5 Desirable Qualifications:

- a. Conscientiousness.
- b. Organizational ability.

6 Narrative Summary: Student lived in building for security purposes; coordinated cleaning for special events; made minor repairs to building and appliances; supervised custodial work and logged and reported custodial hours; ordered supplies; attended and led staff meetings; participated in fire and safety programs; and issued repair requests.