

approved

STUDENT LABOR POSITION DESCRIPTION

Music

Most Recently Updated 06/02/99

Position Title: Presser Hall Monitor
Must work 10 hrs/wk.

I. Grade Level: 3

II. Description:

A. The following are the essential duties for a Monitor in the Music Dept.

1. Opens the building on time each day. Unlocks front door and turns on all appropriate lights.
2. Closes the building on time each day. Makes sure that all students and guests have vacated the building. Checks and locks all doors to outside. Turns off all lights except those necessary. Closes all windows.
3. Provides general security and safety. Checks exit lights, emergency lights, and fire extinguishers each week, and notates on appropriate tags; reports any problems to Safety and Security. Makes sure that the building is in compliance with all safety and fire regulations. Listens for suspicious or usual noises.
4. Supervises and evaluates the building's student janitor staff. Holds weekly labor meetings each Thursday at 4:00 p.m. Completes written inspection form for each janitor each week. Completes Labor Evaluation Form at the conclusion of each semester.
5. Through Gary Long, arranges for training of the janitors by the Facilities Management Staff at the beginning of each school year.
6. Maintains inventory of necessary janitor supplies. Orders new supplies when necessary. Stores the supplies on the shelves in Rm. 47 and keeps the supplies neatly arranged there.
7. Completes the work of individual janitors if they fail to do so and the work needs to be done.
8. Prepares the building for vacation breaks, including checking heat or air conditioning in each room. Meets with Chair to determine exact closing and opening dates for vacation periods.
9. Periodically checks all clocks in hallways and classrooms and synchronizes them to official college computer/phone time.
10. Lives in the Presser Music Building
11. Performs other job-related duties as assigned.

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

1. See that the workplace and environs are clean.
2. Keeps the kitchen clean, dishes washed, and kitchen trash emptied.

III. Learning Opportunities:

- A.** 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.
- B.** The student will learn about building security procedures on the Berea College campus, especially pertaining to the proper closing and locking up of the building.
- C.** The student will learn about building safety procedures on the Berea College campus, especially concerning inspection of fire extinguishers, emergency lighting and exit signs.
- D.** The student will learn proper basic building maintenance procedures such as floor mopping, use of chemical cleaning agents, procedure for dusting pianos, etc.
- E.** The student will learn and will practice supervisory and evaluation skills.
- F.** The student will learn how to properly prepare the building for vacation breaks.
- G.** The student will learn how to order and how to manage janitorial supplies.

IV. Basic Qualifications:

- A.** General: responsibility; dependability;
- B.** Skills: leadership; supervisory; problem-solving; basic "fix-it" skills
- C.** Physical: climb ladders, lift supplies; lots of walking, climbing stairs. Presser Hall is not wheelchair accessible.
- D.** Academic: none

V. Desirable Qualifications:

- A.** Knowledge of basic building maintenance--cleaning and basic repair
- B.** Knowledge of campus safety and security procedures

VI. Narrative Summary:

Student opened and closed Music Department building; trained, supervised, and evaluated the student janitorial staff; prepared the building for vacation breaks; communicated with the department chair and janitorial staff; and lived in the building to provide round-the-clock monitoring.