

approved

STUDENT LABOR POSITION DESCRIPTION

Seabury Center

Most Recently Updated 04/14/99

Position Title: Facility Care Worker Seabury Center
Must work 10 or 12 hrs/wk.

I. Grade Level: 1-3

II. Description:

A. The following are essential duties for a Facility Care Worker in the Seabury Center:

1. Ensure superior cleanliness of the facility and daily cleaning of specific zones in the facility.
2. Answer questions from the public.
3. Perform other job-related duties as assigned.

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

1. Work events during season.
2. Assist maintenance team as needed.

III. 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.** Gain a sense of good discipline and responsibility.
- E.** Development of a good work ethic.
- F.** Teamwork.
- G.** Developing good communication skills.
- H.** Learning a variety of roles, besides that of your main target area.

IV. Basic Qualifications:

- A.** General: ability to clean and care for the facility.
- B.** Skill: operation of custodial equipment.
- C.** Physical: good health.

D. Academic: maintain passing grades.

V. Desirable Qualifications:

A. Dependability.

B. Initiative.

C. Ability to lift heavy objects.

VI. Narrative Summary:

Student ensured superior cleanliness of facility, cleaned specific zones of facility daily, and answered public questions. Student may also have staffed sports events, and assisted with maintenance.