

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Seabury Center**

Most Recently Updated 04/14/99

Position Title: Student Assistant Director, Facility Care, Seabury Center  
Must work 15 hrs/wk.

**I. Grade Level: 5**

**II. Description:**

**A.** The following are essential duties for the Student Assistant Director of Facility C are at the Seabury Center:

1. Ensure facility care staff maintains a superior level of cleanliness of the facility.
2. Train facility care staff on specific jobs.
3. Evaluate facility care zones.
4. Administer disciplinary action to staff when necessary.
5. Clean zones when not done by staff.
6. Perform other job-related duties as assigned.

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

1. Take part in hiring and supervising staff.
2. Attend Team Leader meetings.
3. Conduct team meetings for staff.
4. Set up weekend rotation for facility care staff.
5. Assist in event management and post-event clean up as required.
6. See that the workplace and environs are clean.

**III. Learning Opportunities:**

- A.** Develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- B.** Coordination of facility care operations.
- C.** Effective communication with staff.
- D.** Supervision of staff's efficiency and effectiveness.
- E.** Disciplinary skills.
- F.** Teamwork.
- G.** Management skills.

**IV. Basic Qualifications:**

- A.** General: good people skills and organization skills.
- B.** Skill: knowledge of custodial operations.
- C.** Physical: good health, ability to lift and do physical labor.
- D.** Academic: passing grades.

**V. Desirable Qualifications:**

- A. Dedication.
- B. Reliability.

**VI. Narrative Summary:**

Student ensured staff maintained superior level of cleanliness of the facility, trained staff in specific jobs, evaluate areas of facility for cleanliness, disciplined staff as necessary, and cleaned areas of facility when not done by staff. Student may also have taken part in hiring and supervising staff, attended team leader meetings, led team meetings for staff, set up weekend rotation for staff, and assisted in event management and post-event clean up.