



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Custodial Assistant
Rate of Pay: \$7.35
Begin Date: 08/22/2011
End Date: 05/11/2012
Work Site: Annex, Centennial Park North Bay
Supervisor's Name: Carolyn Hamblin

List specific duties performed on a regular basis.

1. Vacuuming
2. Cleaning
3. Landscaping
4. Other duties as assigned
- 5.

List skills and qualifications needed.

1. Customer service skills
2. Reliability
3. Ability to work independently
4. Ability to lift 20 pounds
- 5.

List things a supervisor would like a student employee to understand about working in this department.

The student will have regular cleaning duties that must be accomplished every day. In addition, he/she will work closely with our maintenance manager on various individual projects around the campus. Other non-custodial duties may be assigned in times of need in the front office. Examples of these tasks may include creating information packets, making copies for faculty, assisting the campus events and other duties as assigned.