

## Conference Services Housekeeping & General Labor Crew

Position and wage	Student Assistant B, \$8.50 hourly
Supervisor Name	Amber Cagwin, 474-5846, fnacc@uaf.edu
Requisition Number	0057057
Employment Type	Student
Review Date	February 18, 2009
Expected Hire Date	May 13 – September 3, 2009 full time

### Job Posting Summary

Conference Services at UAF works with over 5,000 people of various ages from around the world associated with over 60 groups each summer. Conference Services provides housing accommodations in the Residence Halls, Student Apartments, and other guest residences on campus. Conference Services also coordinates conferences and events, schedules meeting spaces, coordinates meals with Dining Services, all as needed by each group that visits campus.

The Conference Services Office operates 24 hrs, 7 days each week from mid-May to early September.

Our crew members ensure the cleanliness of our facilities for our guests prior to and during their stay. Crew members assist with general labor for the department, as well as work on special projects to improve our facilities and services. Successful applicants for our Housekeeping & General Labor Crew should enjoy being part of a diverse team and interacting with guests of various ages from around the world.

#### Work Hours:

- To be arranged by Conference Services Manager, full time (32-40 hours per week) May 13-September 3, 2008
- Applicants must be available for training May 13-15 9am-6pm, and assigned shift times beginning May 17-September 3, 2009.
- Applicants must be available to work for entire job duration. Shift times are 9am-6pm, days to be arranged with manager but will include at least one weekend day.
- Vacation requests must be received by May 21, and will be granted on a "first come" basis. Written response will be given within 72 hours, as requests are not always granted.
- If you anticipate having to leave the job prior to September 3 for reasons such as being an orientation leader, fall employment that begins prior to September 3, or transferring to another school, you must notify the Conference Services Manager as soon as possible to allow for planning around the absence.
- During times with increased work load, time off will not be given, and all staff may be requested to work. Those dates include but are not limited to: May 12-24, June 23-25, June, June 27-29, July 11-12, July 17-19, August 2-3, and August 21-September 3. Additional dates may be added as needed.

#### Additional Benefit:

- Housing benefit of a double shared room in Bartlett, the value of which can be applied to any summer campus housing, including family, graduate and non-traditional student apartments if eligible. Housing benefit is contingent upon satisfactory work performance and completion of work for the entire job duration. Scholarship will be applied at the beginning of the summer. If position is vacated early, entire benefit may be removed.

Knowledge, skills and abilities required for this position.	<ul style="list-style-type: none"> <li>- UA Student enrolled for at least 6 credit hours for Spring 2009, Summer 2009, OR accepted and/or enrolled for Fall 2009. Minimum 2.0 cumulative GPA at time of application.</li> <li>- Ability to work without supervision</li> <li>- Ability to work individually or with a team</li> <li>- Communicate clearly with co-workers and guests of diverse populations</li> <li>- Make independent decisions and judgments</li> <li>- Ability to lift 40 lbs.</li> <li>- Ability to climb stairs and perform routine manual tasks</li> <li>- Ability to use or learn to use equipment necessary to the job</li> </ul>
Typical education or training required for this position (including licenses). If no education or training is required, type none.	<p>Valid driver's license preferred, but not required</p> <p>Demonstrated education and experience sufficient to perform the responsibilities of the position and to have acquired the necessary skill and abilities.</p>
Length of time and type of experience required for this position.	<ul style="list-style-type: none"> <li>- Prior painting, custodial, or customer service experience preferred</li> <li>- Prior experience with floor buffers, carpet shampoo machines, lawn care equipment, power tools and large vehicles preferred.</li> <li>- Must be available for ALL training dates (May 13-15; 9am to 6pm each day), be able to work entire job duration, have a flexible schedule, be able to work at least one weekend day with some evenings possible.</li> </ul>
Posting date:	1/28/2009
Review Date:	2/18/2009
Closing date:	Open Until Filled
Special instructions to applicants	Please submit a resume. If you do not have a resume, you may download the resume templates on the "attach documents" page.
Required applicant documents:	Resume
Optional applicant documents:	Cover Letter References

## Typical Duties

- Reports to Conference Services Manager, Assistant Director and Housekeeping & General Labor Crew Supervisors
- Clean housing units (including: washing walls, floors, ovens, bathrooms)
- Prepare rooms in guest facilities for overnight guests (including making beds and placing specified materials in rooms)
- Move furniture and equipment from one facility to another
- Cleaning sidewalks, minor landscaping as needed
- Check housing vehicles for routine maintenance on regular schedule
- Use independent judgment to prioritize assigned work
- Other cleaning or setup tasks as assigned by supervisor
- Other duties within Residence Life as assigned