

Roanoke Higher Education Center

Position Description

Job Title: **Facilities Assistant (Temporary-Part Time)**
Date: June 2022
FLSA Status: Non-Exempt
Department: Facility Services
Reports To: Director of Facility Services

SUMMARY

This position is responsible for assisting in the day-to-day set up and tear down of rooms utilized through the day rental program of the Roanoke Higher Education Center. This position works in tandem with other Facility Services employees and the Academic Program Assistant. Incumbent will generally work Monday through Friday with some weekend work required as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Set up & tear down daily events to include moving tables, chairs, and having customer requested items in the room, such as a flipchart, boxes, etc. in coordination with Academic Program Assistant.
- Light cleaning which include: cleaning restrooms; restocking paper products; emptying trash cans; cleaning door glass; cleaning tabletops; and vacuuming classrooms and common areas.
- Works collaboratively with IT staff to accommodate client A/V needs.
- Maintains a safe and secure work environment through knowledge and application of building security, safety rules, and procedures.
- Maintains organized storage area of tables and chairs.
- Works under the supervision of the Director of Facility Services.
- Works effectively with all co-workers, students, members, and external customers by showing respect for individual diversity.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

JOB KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong customer service skills.
- Ability to effectively interact with students, faculty, staff, and external customers.
- Ability to work independently with limited supervision
- Must be able to work flexible hours, including some Saturdays when needed.

EDUCATION AND/ OR EXPERIENCE

- High School Diploma or GED required.
- Custodial experience preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate verbally with supervisor staff and co-workers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee must be able to communicate effectively verbally. The employee is required to sit, stand, walk, stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often exposed to various cleaning agents. The noise level in the work environment is usually moderate and occasionally high. Proper personal protection equipment is to be worn.

Supervisor's Signature

Date:

Approved by Kay Dunkley, Ed. D.

ACKNOWLEDGEMENT

My signature below acknowledges that I have reviewed and discussed with my supervisor the duties and responsibilities outlined in this document. I further acknowledge that these duties and responsibilities will be used as a basis upon which my work performance will be evaluated.

Employee's Signature

Date:

Employee's Name (Please Print)