



JOB OPPORTUNITIES: Facilities Attendants **Full and Part Time Positions Available**

JOB PURPOSE: Perform all cleaning duties necessary on the interior and exterior of all assigned buildings. Perform basic, routine maintenance as required. Assignments may include but are not limited to residential, administrative, academic, and recreational buildings. Pay rate: \$11.80 per hour.

QUALIFICATIONS: High school diploma or equivalency preferred; valid driver's license preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and maintain knowledge of proper and safe use of custodial equipment, chemicals, tools and procedures related to building and personal safety.
- Able to comprehend English as well as perform basic mathematical computations.
- Ability to identify, correct and report safety hazards such as broken locks, windows, and lights; icy or slippery walkways and stairways; and other physical hazards.
- Skill to follow-through in carrying out assignments, prioritizing workload to meet daily schedule as assigned; shifting quickly between several tasks without loss of continuity.
- Ability to effectively communicate general information to University constituency, relaying complex or adverse information with tact and diplomacy, accepting and rendering constructive criticism in a professional manner.
- Ability to provide 'on-call' coverage as requested.

EXAMPLES OF GENERAL RESPONSIBILITIES:

Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs.

Clean and sanitize restrooms/bathrooms using established practices and procedure. Restocks paper and soap supplies. Lock doors after cleaning areas.

Provide snow shoveling at building entrances and ensure the entrances are clean, safe and well maintained.

Expanded comprehensive duties during summer and/or vacation schedules. Bed making and changing with motel style set-up. Assist with the setup of facilities for meetings, classrooms, conferences, events.

Maintain acceptable work habits, punctuality, and regularity of attendance to arrive at and leave work on time, observe break and lunch periods.

PHYSICAL REQUIREMENTS: Ability to lift, push or pull objects up to 50 pounds.

- Work involves exposure to chemical, mechanical or electrical hazards, unusual elements, extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises, which requires the incumbent to follow safety precautions.

Interested applicants may obtain an application on www.sbu.edu/HR or may submit a resume to hr@sbu.edu

St. Bonaventure University is an Affirmative Action/Equal Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, color, religion, sex, national origin, age, veteran status, disability, marital status, sexual orientation, or gender identity/expression. This principle is applicable to every member of the St. Bonaventure community, both students and employed personnel at every level, and to all facilities and services.

In light of its commitment to create and maintain a safe learning and working environment, employment with St. Bonaventure University requires successful completion of a background screening.