## Position Title
Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
<th>Department</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>$7.25</td>
<td>Facilities</td>
<td>LeeAnn Ryan</td>
</tr>
<tr>
<td>Work Location</td>
<td></td>
<td>Campus Housekeeping, Maintenance, Grounds</td>
<td>Account Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>01-70700-00000-00000-xxxxx</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Do multiple individuals hold this position at one time?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

| Number of positions available: | 30 |

## Work Schedule
A student in this position can expect to work 2 - 4 hours per day, 6 - 10 hours per week.

The student will work ☑ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.

Hours are available during the following times of the day: 6:00 am - 3:30 pm.

## Department/Position Overview
Housekeeping cleans windows, vacuums, mops floors, and empties trash; grounds will mow, weed, pick up loose trash and twigs, empty outdoor trash receptacles, make campus deliveries and assist with event setups. Painting is as assigned either indoors or outdoors. All students will assist with snow removal when needed.

## Description of Duties and Tasks
- ☑ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- ☑ Conform to an established work schedule; reliably work set hours as assigned
- ☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- ☐ Maintain the confidentiality of departmental/employee/student information
- ☐ Run errands on and/or off campus, including campus mail pick-up and delivery
- ☑ Perform light cleaning, departmental organization, and upkeep as required
- ☑ Work efficiently and accurately without immediate supervision
Required Training and Skills

☐ Ability to communicate in a concise and effective manner, both verbally and in writing
☐ Detail oriented with strong organizational skills
☐ Familiarity with specific computer software, listed here:
  ☒ Familiarity with specific equipment, listed here: basic lawn care equipment
☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here:
  ☒ Ability to lift up to 30 pounds
  ☒ Ability to work outside in all weather conditions
☐
☐