Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Security Vehicle Cleaner</th>
<th>Hourly Rate</th>
<th>$7.25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Security</td>
<td>Supervisor</td>
<td>Lisa Paulson</td>
</tr>
<tr>
<td>Work Location</td>
<td>Security/Car Wash</td>
<td>Account Number</td>
<td>01-63637-00000-00000-xxxxx</td>
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</tbody>
</table>

Do multiple individuals hold this position at one time? ☑ Yes ☐ No

Number of positions available: 2

Work Schedule
A student in this position can expect to work 1 to 3 hours per day, 4 - 8 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: 8:30 am - 3:30 pm.

Department/Position Overview
Vehicle Keys, petty cash, and cleaning supplies will be issued. The vehicle is driven to the car wash where it is thoroughly cleaned (inside and out). Document mileage, check fluid levels, purchase cleaning supplies and other duties as assigned. Must have valid U.S. driver's license and a good driving record.

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
☒ Valid U.S. Driver's license and good driving record
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:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here:

☒ Ability to work their own schedule

☒ Must be self motivated