

# Grounds Assistant Position Description

## 2021-2022

California State University, Sacramento is committed to an equitable and inclusive campus culture and successful applicants for this position are expected to be developing and practicing cultural competence in their work. The Grounds Assistant position will be responsible for performing a wide variety of tasks associated with supporting the Facilities Management, Grounds and Landscape Services department. Tasks include: Housing landscape maintenance such as cleaning pathways, pulling weeds, pruning; Spreading wood chips and compost around trees and planter beds with a rake and shovel; Debris removal from walkways, parking lots, and lawns using a debris grabber; Minor swimming pool maintenance and emptying trash cans; Raking up leaves during fall leaf season; Cleaning up and organizing around Grounds shop and Facilities yard. Student assistants will at times be required to work independently after instructions are provided and maintain a professional and courteous demeanor at all times, such as being attentive, responsive, and adhering to the UHS dress code. Grounds Assistants are to reflect a positive attitude and support California State University, Sacramento, and University Housing Services policies. Confidentiality is to be observed at all times and without exception.

### Compensation and Hours

This position works no more than twenty (20) hours per week at the rate \$14.00 per hour. Hours of work are between 7am – 3:30pm, Monday-Friday. Morning hours are preferred.

### Job Summary

Under the general supervision of a Housing Grounds Worker or Grounds Specialist, the incumbent has responsibility to:

- Create and maintain a welcoming, equitable, and inclusive environment in the hall surroundings and the general environment.
- Operate an electric cart to assist with trash removal and daily duties.
- Report odd or suspicious behavior, which could have an impact on the health and safety, to staff and University Police;
- Assist staff in any emergency;
- Attend and participate in staff meetings, which impact Grounds Assistant duties and responsibilities;
- Maintain sidewalks and walkways using battery powered blowers;
- Maintain swimming pool cleanliness (seasonally) using nets, skimmers and pool sweeps;
- Remove litter from sidewalks, planted areas, lawns etc.;
- Assist staff with pruning, leaf cleanup and general landscape duties;
- Work outside during inclement weather – safety attire will be provided

The intent is to renew this position each year based on performance, departmental need, available funding, and positive academic/disciplinary standing.

## Minimum Qualifications

- Must be in good disciplinary standing with University Housing Services and the University when appointed and for the duration of the employment period;
- Must be in good academic standing (minimum cumulative GPA of 2.0 and for each semester while employed);
- Must be enrolled in at least six (6) units each semester at CSU, Sacramento while employed.

## Required Qualifications

- Ability to work in a diverse environment with college students, parents, and guardians;
- Self-motivated and able to work independently with nominal supervision;
- Excellent communication, administrative, organizational, and customer service skills;
- Ability to respond to safety and emergency situations;
- Ability to maintain confidentiality;
- Must understand and support (through words and deeds) the University Housing Services Mission, Goals, and Values.

## Accountability

Failure to meet the position qualifications and job responsibilities may result in job action, including verbal warning, written warning and action plan, probation, and termination.

A determination of probation and termination will be reached in instances where there are repeated job performance issues (i.e. Late to shift, not completing an administrative function correctly, etc.) or if a staff member commits an egregious error (inappropriate use of access, providing keys and information to those that don't live in a specific space, possession, and/or use of alcohol or drugs at work, etc.).

Staff released from their role, may also be released from other positions they hold in University Housing Services depending on the performance concern.

## Preferred Qualifications

- Living on-campus at time of hire.
- State issued driver license.
- Experience with hand tools, lawn care equipment etc.