

FACILITIES ASSISTANT - FA

Job Description

Overview:

California State University, Sacramento is committed to an equitable and inclusive campus culture. Successful applicants for this position are expected to be developing and practicing cultural competence in their work. The Facilities Assistant position is responsible for assisting Conference and Event Services with the day-to-day operations of the program including preparation and delivery of conference accommodation services. The Facilities Assistant position is a part-time, summer season position only. The duties consist of, but are not limited to: moving, setting up, storing event equipment, linen set up/inventory and inventorying room furnishings; surveying and reporting the condition of guest rooms and suites; preparing the buildings for conferences; and performing routine service calls as needed. Facilities Assistants are expected to be flexible, work successfully with change, and reflect a high quality customer-service attitude.

Compensation and Hours:

\$16.50 per hour, plus room accommodations on-campus during summer employment. Dates vary on start and end date of employment.

Approximately 25-40 hours per week, (average is 30 hours per week), not to exceed 40 hours. Conference & Event Services operates 24/7 – (7) seven days a week, (24) twenty-four hours each day. Varied work week including days, weekends and late shift work and holidays. Shift: 8:00 a.m. – 5:00 p.m.

Spring training sessions will occur each month (Feb 9, March 8, April 12, 2024 – Antipated training times 3:00 p.m. – 5:00 p.m.).

Employee Learning Outcomes:

Student employees will be able to:

- Identify residence hall staff as resources during emergency situations and communicate with them frequently and appropriately
- Recall basic emergency response protocol relevant to location
- Demonstrate competence in administrative duties (paperwork, attend mandatory meetings, complete time sheets)
- Define their expected level of customer service, responsibility, role modeling, flexibility, and communication
- Utilize campus resources to solve problems related to the job/assist in job duties

Job Summary:

Under the general supervision of the Custodial and Grounds Supervisor & Residence Hall Coordinator, the incumbent has responsibility to:

- Create and maintain a welcoming, equitable, and inclusive environment in the hall surroundings and the general environment.
- Set-up and move equipment and furniture, such as micro fridges, bed configuration, mattress removal or replacement, and furnishing in public areas.
- Set-up and breakdown Summer Housing Conference suites/rooms for groups. Set-up includes distribution of pillows, blankets, and supplies to guest rooms. Breakdown includes collection of pillows, blankets, and supplies.
- Set-up and breakdown meeting/event spaces, unlock doors, setup tables/chairs/table cloths, Audio/Visual, pull trash and close out event.
- Stock linen rooms and carts as needed.
- Assist professional custodial staff in cleaning and stocking bathrooms.
- Assist professional custodial staff in cleaning carpets (i.e. vacuuming).
- Assist professional custodial staff in the collection of trash. Prepare room cleaning and linen reports, table and chair inventory, damage lists, and other reports as needed.
- Maintain an accurate log of tasks accomplished, areas needing attention, concerns of conference groups, and other general relevant information that should be shared among the Housing Summer Conference team.
- Assists with event management duties in and around the event spaces prior to and during events which include: American River Courtyard Large Conference Room A and B, AMC Small Conference Room, Riverview Elderberry and Beetle Rooms, Riverview Classroom, Housing Quad, and other locations.
- Other duties as assigned by the supervisor.

All appointments are made for the summer season only and are contingent upon performance, departmental need, available funding, and positive disciplinary standing.

This position works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions. Every Facilities Assistant is also subject to a criminal background check.

Minimum Qualifications:

- Must be in good conduct standing with the University when appointed and for the duration of the employment period
- Undergraduates must be in good academic standing (minimum cumulative GPA of 2.0 and for each semester while employed);
 - Semester GPA of 1.25-1.99 will result in being placed on Probation.
 - Semester GPA of 1.24 or below will result in release from role.
- Graduate students must be in good academic standing (minimum cumulative GPA of 3.0 and for each semester while employed);

- Must be enrolled in at least six (6) units each semester (undergraduate) and four (4) units each semester (graduate) at CSU, Sacramento while employed.
- Must have availability to work a varied work schedule
- Must be able to lift, carry, push, pull 30 pounds regularly/occasionally
- Must be able to ascend and descend stairs (three (3) flights of stairs)
- A room is provided to Conference & Event Services staff that do not live on-campus during summer employment.
- Must be available days, nights, weekends, and holidays as scheduled
- No training on May 29, 2024 - Memorial Day (campus closed)
- No time off approved for these specific dates: June 12, June 15, June 22, June 24/25, June 30, July 4, 2024.

Mandatory In Person Training Dates

- Must be available for mandatory Conference & Event Services training from May 20 – June 5, 2024 (no exceptions). No time off first three weeks of training.

Required Qualifications:

- Ability to work in a diverse environment with college students, parents, guardians, and guests
- Self-motivated and able to work independently with nominal supervision
- Excellent time management, communication, administrative, organizational, and customer service skills
- Ability to respond to safety and emergency situations
- Ability to maintain confidentiality
- Proficient use of basic computer applications
- Ability to work a flexible schedule, including evenings, weekends, and holidays
- Must understand and support 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.

Background Check:

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.