

FACILITIES ASSISTANT - FA

Job Description

Overview:

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 Facilities Assistant position is responsible for assisting Housing Conference 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 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 apartments; 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:

\$15.50 per hour, plus room accommodations on-campus beginning May 25, 2022 through August 20, 2022.

Approximately 25-40 hours per week, (average is 30 hours per week), but not to exceed 40 hours; varied work week including weekends and late shift work, and overnight on-call rotation. Due to a varied work schedule availability for taking summer classes is not advised. Online courses are permitted.

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 Life Coordinator, the incumbent has responsibility for:

- 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.
- 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.
- 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.

Minimum Qualifications:

- Must be in good conduct standing with the University when appointed and for the duration of the employment period
- Must be in good academic standing (minimum spring semester GPA of 2.0 and cumulative GPA of 2.0)
- Must be available nights, weekends, and holidays, including the dates of June 19 and June 26, & July 4, 2021.
- Must be available for mandatory Housing Conference Services training from Wednesday, May 26, 2021 – Friday, June 4, 2021. No exception – training is mandatory.

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

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.

Equal Employment Opportunity:

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, HR Compliance, Information for Job applicants - (<https://www.csus.edu/compliance/hr-compliance/job-applicants.html>).

The University is committed to creating an education and working environment free from discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. Mandatory DHR Compliance Training - (<https://www.csus.edu/compliance/hr-compliance/mandatory-dhr-training.html>).

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and Campus Fire Safety Right-To-know Act Notification. Campus Safety - (<https://www.csus.edu/campus-safety/>).

How to Apply:

Handshake thru Career Center - (<https://csus.joinhandshake.com/login>).

Job Posting:

Job Title: 2022 Facilities Assistant

All applicants must sign in to apply for positions.

DEADLINE: SUNDAY, NOVEMBER 14, 2022 BY MIDNIGHT.

Conference Student Assistants are hourly-intermittent, temporary positions ending on or before August 20, 2022, and contingent upon funding, work performance and the recommendation of the supervisor. Student employment in a temporary assignment may end before or be extended beyond the appointment expiration date and is contingent upon availability of funds and operational needs of the university. Employees of the University are required to follow campus COVID-19 guidelines. This employment is contingent upon campus permitting summer conferences.

For questions regarding this position:

Please email [UHS Jobs](mailto:uhs-jobs@csus.edu) (uhs-jobs@csus.edu)