SUMMER STUDENT MAINTENANCE & CUSTODIAL

The Student Maintenance is responsible for assisting with maintaining the Campus Village Public Buildings and Apartments. All student workers must be prompt for assigned shifts, be able to work independently and have a commitment to excellent customer service. Accuracy and attention to detail is required.

SUPERVISOR: Senior Custodial Supervisor & Senior Building Maintenance Worker
WAGES: $11/hour
SUMMER: Six (6) Positions available

EMPLOYMENT DATES: June 17, 2017 – September 23, 2017
Approximately 20-40 hours/week during summer months

POSITION DESCRIPTION

- Participate in training sessions, summer staff gatherings, and summer retreat
- Main work hours are Monday through Friday 8am to 5pm; there will be some required overtime and weekend work
- Miscellaneous duties as assigned by supervisor
- Perform general maintenance duties
- Assist with CV Openings and Closings (i.e., move-in(move-out days)
- Campus Village residents are given employment priority
- Must be a UCI student and have a minimum cumulative 2.4 GPA
- Proven leadership and customer service experience/capabilities
- Ability to work independently, take initiative and be proactive
- Work well within a team; flexible; able to communicate effectively; pay attention to detail
- Previous experience painting or housekeeping duties preferred.
- Adhere to all Campus Village and University of California policies and procedures

Please review the Student Worker Guidelines to assign the proper position classification within the Student Assistant Series or contact your Human Resources Consultant for assistance.

PAYROLL TITLE ASSIGNED:

4919-Asst. IV

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Department Manager Signature/Date  Student Worker Signature/Date