

## West Campus Student Event Staff/Custodian

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**Department:** Facilities

**FLSA Status:** Non-Exempt

**Grade/Level:**

**Work Schedule:**

**Job Status:** Part-Time

**Reports To:** Facilities Manager

**Amount of Travel Required:** Occasional Travel Required

**Positions Supervised:** N/A

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Duties

- Collaborate and communicate effectively with the facilities department and AAC Custodian/Maintenance staff to monitor the event calendar and execute Facilities Use Agreement with renters of the Ag Advancement Center.
- In consultation with the Facilities manager and AAC Custodian/Maintenance staff, provide custodial assistance including before and after events held at the Ag Advancement Center. This may include wiping down bathrooms, sweeping/mopping foyer area, cleaning trash from the bleacher area, and general pickup/removal of garbage and manure within the Ag Advancement Center including parking areas.
- In conjunction with event manager and support staff, provide access to groups or individuals renting the Ag Advancement Center under the Facilities Use Agreement and ensure building is secured and locked after events are over. This will include ensuring premise is cleared at the designated time stated on the Facilities Use Agreement.
- In conjunction with the MCC Facilities Manager and AAC Custodian/Maintenance staff, perform routine and extensive preventative maintenance and repair on all arenas, grounds, and some buildings. All preventative and routine maintenance on the Ag Advancement Center must be coordinated through appropriate maintenance protocol.
- Assist with, maintain and organize all storage rooms.
- Assist with and maintain equipment in clean and working condition.
- Participate in all required meetings with administration and faculty responsible for operations of the West Campus.
- Responsible for understanding Facilities Use Agreement in order to identify violations of the policies and subsequently file the appropriate Incident Report and Conduct Reports for all situations.
- Provide excellent customer service to groups or individuals renting the Ag Advancement Center or grounds on the West Campus.
- Maintain confidentiality of student information in accordance with Miles Community College policies and FERPA.
- Report violations of the Student Conduct Code through Maxient.
- Responsible for executing Campus Emergency Procedures.
- Perform other duties and responsibilities as mutually determined with appropriate administrative supervisors.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works efficiently.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

- Inclusion - Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment - Assesses annual performance.

**SKILLS & ABILITIES**

**Education:** Current Full-time MCC Student

**Experience:** Minimum one-year experience in basic building maintenance/grounds keeping. Must be able to lift 50+ pounds, bend, stretch, stand for extended period of time, climb stairs/ladders, reach, twist, sit, walk and/or run. Must maintain residence in the Ag Advancement Center apartment.

**Computer Skills**

Proficient computer skills to include Microsoft Office Software.

**REVIEWED BY**

(SUPERVISOR SIGNATURE)

\_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED BY**

(EMPLOYEE SIGNATURE)

\_\_\_\_\_ **DATE** \_\_\_\_\_

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the college reserves the right to change this job description and/or assign tasks for the employee to perform, as the college may deem appropriate.