Job Title: Service Staff  
Compensation Rate/Grade: Grade 4  
Department: Facilities Services  
Updated: December 2011

Essential Functions:
- Ability to read and interpret instructions, labels, safety precautions, etc.
- Ability to work well with others and to maintain positive customer relations.
- Willingness to work off shifts and overtime as necessary.
- Representative Duties: conference set-ups, furniture movement, maintenance (painting, minor equipment repairs, hardware, etc.), receiving and delivery functions, grounds maintenance, snow removal, general policing/cleaning of all properties, window cleaning.
- Ability to perform heavy manual labor for extended periods, at times under inclement weather.
- Provide quality customer service to faculty, staff, students and campus visitors.

Required Qualifications:
- Satisfactory work record including favorable attendance record.
- Must be able and willing to work holidays and overtime.
- Demonstrated ability to work with minimum supervision.
- 4 years experience as Service Staff – grade 3 and successful completion of progression test.

Physical Demands:
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.