

MVNU Student Employment Job Description

JOB TITLE: Student Summer Employment for Facilities

DEPARTMENT: Facilities Services

REPORTS TO: Assistant Director of Facilities Operations

- Grounds Crew - Prefer candidate is at least 20 years of age, has a driver's license with a clean record to become an MVNU Certified Driver.
- Other positions that do not require driving MVNU vehicles must be 18 years of age or older.

Student Groundskeeper:

- Operate vehicles and powered equipment;
- Mow or edge lawns, using power mowers or edges;
- Care for established lawns by mulching, aerating, weeding, trimming and edging around flower beds, walks, and walls;
- Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, and axes;
- Prune or trim trees, shrubs, and hedges, using shears, pruners, or power trimmers;
- Gather and remove litter;
- Maintain or repair tools, equipment, and structures, such as buildings, greenhouses, fences, and benches, using hand or power tools;
- Mix and spray or spread fertilizers and/or herbicides, using hand or automatic sprayers;
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds features;
- Water lawns, trees, and plants, using portable sprinkler systems, hoses, or watering cans;
- Set-up, tear-down and move furniture for campus events;
- Other duties as assigned.

Student Painter:

- Must be able to work outside and or inside buildings;
- Ability to climb ladders;
- Tolerant of mixing paints, cleaning brushes and paint pans, using chemicals related to painting;
- Experience in painting, interior and exterior, by doing neat clean work;
- Other duties as assigned.

Student Housekeeper:

- Clean and dust offices, classrooms, kitchens, living spaces, dormitories, laboratories, lobbies, locker rooms, stairways, corridors and elevators;
- Clean and sanitize restrooms, restock supplies;
- Maintain adequate supply of cleaning equipment, supplies and fulfills requests when needed;
- Set up and tear down of furniture for campus events
- Clean windows
- May have a second shift position available for student to help with floor work.
- Other duties as assigned.

Student Floater:

- Ability to be flexible to be assigned to multiple assignments daily;
- Will float between trades, housekeeping, painting, grounds keeping and other assignments as needed by facilities;
- Flexible schedule based on demand.
- Other duties as assigned.

REQUIREMENTS:

- Prefer that candidate is at least 20 years of age and have a certified driver's license with a clean record to work on the grounds crew.
- Other positions that do not require driving MVNU vehicles may be 18 years of age or older.
- Observes safety standards and practices;
- Reports all repairs required and safety and fire hazards to supervisor;
- Must be able to work outside in all elements; including potential allergies, sun shine and rain;
- Excellent communication and interpersonal skills demonstrated by the ability to communicate with managers, co-workers, students and members of the general campus community in a courteous manner;
- Demonstrates time management skills with the ability to work with little supervision;
- Ability to meet clearly defined University standards within designated shift;
- Ability to work alone or within a team to achieve standards without constant supervision;
- Ability to operate at times, large and small power driven equipment;
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials;
- Must be able to lift and carry up to 50 pounds on a repetitive basis;
- Must be flexible to perform other duties as assigned.

***Interested students should submit a student employment application [on line](#)**
Or contact The Human Resources Office (Parry Building)