

## Student Custodial Worker Job Description

**TITLE:** Recreation Assistant – Student Custodial Worker

**ROLE:**

**Duties / essential functions may include, but not be limited to, the following:**

- Sweeps, mops, scrubs floor surfaces.
- Cleans, dusts, furniture, and fixtures; washes walls; cleans glass and mirrors.
- Empties and cleans trash receptacles and/or recycling bins.
- Scrubs, cleans, and sanitizes restrooms, shower facilities, and/or food service areas and equipment; replenishes supplies. Moves and arranges furniture and equipment; may set up rooms for functions and events.
- May launder towels and wash cloths.
- Maintains a clean and orderly supply closet, monitors supply levels and reports supply needs to supervisor. Maintains equipment, reports need for repairs, reports evidence of fire, illegal entry, and theft of property.
- Removes snow and ice from walkways; picks up paper and other debris in area surrounding buildings. May participate in training of new employees.
- Perform related duties as assigned.

**SUMMARY OF RESPONSIBILITIES:** Recreation Assistant --- Student Custodians will be charged with performing custodial duties to provide for care, cleaning, and routine maintenance of buildings, furniture, and fixtures according to established work rules. Their primary job locations will be at the Beverly J. Warren Student Recreation and Wellness Center, the Student Recreation Fields, and the Allerton Sports Complex. **\*Please refer to the bottom of this job description to view more detailed examples of job responsibilities and how they align to your personal & professional development.**

**PAY RATE:** \$11.50 per hour.

**TYPICAL WORK SCHEDULE AND HOURS:**

- Schedules are assigned on a weekly reoccurring basis each semester based on the following hours, dependent upon your class schedule. We appreciate that you are a student first.
  - Shifts
    - You may be assigned 2 – 4 weekly reoccurring shifts for the entirety of a semester, working on average, 3 – 5 hours per shift between the hours of 8:00 a.m. to 8:00 p.m. Monday through Sunday, for a total of 10 – 15 hours per week.
    - When first starting in the position, student employees will be assigned to shadow shifts with the nightly Custodial crew between the hours of 10:00 p.m. and 7:00 a.m. for approximately a two – week onboarding and training period.
    - \*\*\*schedule is subject to change based on additional special events / late night events.
- We are looking to hire 2-3 students. Each student will receive between 10-15 hours of work a week, in addition to required training (monthly in – services, semesterly Full Staff Training) throughout the semester.
- Student employees can work a maximum of 28 hours (domestic) and 20 hours (international) per week across all on – campus jobs at Kent State University.

**APPEARANCE AND DRESS:** The Recreation Assistant – Student Custodial Worker will be clean and neatly attired while on duty. A RecWell staff shirt and nametag (provided) are to be worn as the primary outer layer, as well as khaki/jeans bottoms with no rips or holes and closed-toed shoes when on shift.

**SUPERVISOR(S):** Includes the Associate Director of Facility Management and Operations, the Associate Director of the Ice Arena, Competitive Sports, and Outdoor Facilities, the Custodial Work Supervisor, and the Operations Student Supervisor, along with other RecWell professional staff who are responsible for different work areas. They will provide feedback and insight of the Recreation Assistant --- Student Custodial Worker's work on an as - needed basis while on the job and during a one – time in – person job evaluation each semester.

**MINIMUM QUALIFICATIONS:**

- Must possess strong communication and critical thinking skills.
- Must possess a strong work ethic.
- Apply appropriate safety practices.
- Work both independently and collaboratively with others in diverse working groups to achieve common goals.
- Strong verbal and written communication skills with coworkers, supervisors, and all RecWell patrons and guests.
- Ability to positively create a welcoming environment for all and maintain a positive attitude at work.
- Functions and communicates effectively and respectfully with all people.
- Demonstrating an articulation of one's own personal and professional goals, strengths, and weaknesses, and how this work experience will be a growth opportunity.
- Ability to address conflict in a professional manner through problem-solving and critical thinking.

**HOW TO APPLY:** Interested candidates must apply through Handshake.

**QUESTIONS?** Contact Chris Baker at [cbaker5@kent.edu](mailto:cbaker5@kent.edu).

**OTHER REQUIREMENTS AND EXPECTATIONS:**

- **Working Conditions / Physical Requirements:** Exposed to dust, dirt, odors, heights, cleaning chemicals, and variable working conditions; may be required to clean up bodily fluids to include blood, vomit, urine, and feces; requires moderate physical effort to include frequent lifting and moving of up to 50 pounds and occasional lifting of up to 75 pounds (e.g. furniture); frequent stooping and bending, climbing ladders, and extended periods of standing and walking; may work varied hours and shifts to include occasional evenings, nights, weekends, and holidays.
- **Background Check:** Must obtain a background check outlined by the department prior to employment. All offers of employment at RecWell are contingent upon clear results of a thorough background check (will be provided upon hire at no cost). A plea of guilty to, a finding of guilty by a referee, jury, or court of, or a conviction of any of the following shall disqualify an individual from being eligible for employment with RecWell.
- **Standard Trainings:** Become certified in American Red Cross CPR/AED / FA for the Professional Rescuer, Mental Health AID Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly) and area trainings (monthly), and other trainings (in person and online) as needed.
- **Certifications:** Maintain all valid certifications that are required of your position and abide by FERPA / HIPPA.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner (24-48 hours).
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Working Week Limit:** Abide by the hourly work week limit of 28 hours maximum per week in all on - campus jobs combined. For international students, this number is 20 hours per week when classes are in session, and 28 hours per week when classes are not in session (summer, spring break, and winter break).
- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness Services, the Division of Student Life, and Kent State University.
- **Commitment and Congruency:** Commitment to RecWell's mission, team culture, and values and aligning oneself with them.

#### ABOUT RECREATION AND WELLNESS SERVICES:

- **MISSION STATEMENT (describes who we are):** We build communities of belonging by encouraging well-being through inclusive leadership, recreation, and wellness experiences.
- **VALUES (describes what guides our practice):** Sustainability, Excellence, and Belonging.

**EQUAL OPPORTUNITY:** We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

#### AVAILABLE RESOURCES:

- [Kent State University Career Exploration and Development \(website\)](#)
- [How to Write a Resume \(website\)](#)
- [How to Write a Cover Letter \(website\)](#)

**NACE COMPETENCIES FOR A CAREER – READY WORKFORCE:** The [National Association of Colleges and Employers](#) developed a definition for career readiness and [identified key components](#) to prepare college students for a successful transition into the workplace. These are some more examples of how this position will allow you to grow in each of these competencies. Some examples are “Professionalism” and “Critical Thinking”. This position’s job responsibilities will allow you to grow in each of these competencies. Please see below.

| Job Responsibilities  | Career & Self Development           | Communication                       | Critical Thinking                   | Leadership                          | Professionalism                     | Teamwork                            | Technology                          |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Job Responsibility 1:</b> Be a role model for patrons and other staff.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>Job Responsibility 2:</b> Create an environment where everyone feels safe and welcome.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Job Responsibility 3:</b> Communicate effectively with RecWell patrons, student staff, and professional staff.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>Job Responsibility 4:</b> Ability to address conflict in a professional manner through problem-solving and critical thinking.                              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>Job Responsibility 5:</b> Be prepared for all scheduled shifts and meetings. Contribute to meetings.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Job Responsibility 6:</b> Be involved in the onboarding and training and development of new Recreation Assistant – Custodial Worker student staff members. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Job Responsibility 7:</b> Ability to work simultaneously on multiple projects and tasks.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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