

Northwestern Michigan College

Job Description

Job Title: Summer Conference Crew-Student Employee
Department: Housing Office
Reports To: Associate Residence Life Supervisor
FLSA Status: Non-Exempt
Prepared By: Summer Rawlings, Associate Residence Life Supervisor
Prepared Date: March 18, 2003, Revised March 28, 2005, Revised March 19, 2007
Approved By: Bill Hendry
Approved Date: March 28, 2003

Summary

This person is responsible for cleaning and maintaining the residence hall rooms, including making beds and cleaning restrooms and public areas during summer conferences.

Requirements

To be eligible for student employment in a semester, the student must be enrolled half time during that semester (minimum NMC academic credits: 6 for fall; 6 for spring; 3 for summer).

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Duties:

- Cleans residence hall rooms, including washing walls and windows, sweeping and mopping floors, and dusting.
- Cleans restrooms including washing walls, toilets, showers, sinks, countertops, and floors.
- Makes beds with clean linens
- Supplies linens in rooms
- Removes and bags soiled linens
- Changes light bulbs
- Properly handles and mixes cleaning chemicals
- Picks up and disposes of trash
- Notifies supervisor of repairs to be made in residence hall rooms and restrooms.
- Occasionally works at the front desk during morning hours and early afternoons as needed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the college.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as proportions.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

Physical endurance is needed because of work conditions, cleaning rooms in very hot weather for six to eight hours per day.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and extreme heat. The noise level in the work environment is usually moderate.