

### MASTER SPECIFICATION

#### JOB INFORMATION

Date:	1/17/2018 5:29:19 PM
Official Title:	Campus Service Worker Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 1
Scheduled Hours	
Job Code:	753418
Job Family:	Physical Plant

#### JOB SUMMARY

The Campus Service Worker performs a variety of manual labor activities which may include linen service, stocking, janitorial, maintenance, groundskeeping, mail handling, delivery, messenger, moving and/or storage functions.

#### NATURE OF WORK

The Campus Service Worker is responsible for cleaning and maintaining institutional buildings and facilities including offices, classrooms, laboratories, public areas, walkways, etc. Job responsibilities require the ability to perform work both independently and as a team. Additional requirements may include the ability to perform both indoor and outdoor work such as basic grounds cleanup, snow removal, and trash removal. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are infrequent and errors could result in minor inconveniences and costs within the affected area.

#### Distinguishing Characteristics

##### Examples of Duties

##### Essential Functions

Cleans assigned areas by washing furnishings, tile, fixtures, equipment windows, blinds, shades and floors. Dusts and polishes specified areas and/or furnishings.

Collects and removes refuse and leaves.

Mows lawns, trims hedges, trims, cultivates, weeds and prunes plants, flowers, trees and shrubs.

Assists with the sorting, stocking and delivery of mail, messages, packages and supplies. Moves office furniture and equipment to designated locations.

Launders, sorts, and checks linens and clothing.

Cleans, lubricates, and adjusts equipment according to established procedures.

Performs other job related duties as assigned.

##### Additional Responsibilities

May remove snow and ice from sidewalks, parking lots and entrances; spreads salt, sand, deicers, or gravel to prevent slipping.

May operate a variety of hand and power tools and equipment to facilitate assigned work.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

#### 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

Education Level	Field of Study	Req	Pref	And/Or
High school diploma or GED		X		

##### Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
No experience		X		
Minimum 6 months	Related experience		X	