

General responsibilities include:

Under the direction of the Lead Custodian and/or Lead Student Assistant in the area of work, Student Assistants (SA) will be assigned specific roles that may perform a subset of the following duties, as needed by the organization:

- **Linens specialists** will assist with the pick-up and return of linens to linen supply company, help maintain inventory records of linens given and received to the linen supply company (weekly linen exchange). They will also assist with the organizing of linen storage areas and establish linen inventory controls.
- **Housekeeping specialists** will assist in thoroughly cleaning all residence hall facilities in preparation for summer conference programs. They will also assist in cleaning common areas (bathrooms, lounges, hallways, stairwells, etc.) in all facilities on a regular basis.
- **Carpet Cleaning specialists** will assist in operating carpet cleaning machinery in a safe and productive manner (required training provided). They will also assist in cleaning and sealing tiled areas (required training provided).
- **Furniture moving specialists** will assist in moving furniture in preparation of new furniture arrivals, carpet replacement/cleaning and special events.
- All SAs will maintain daily records of rooms and public areas cleaned and may be asked to record time worked online.
- All SAs will adhere to attendance and punctuality requirements.
- All SAs will maintain a work environment which is safe and free of hazards.
- All SAs will perform other jobs as assigned. Opportunities may arise to get some lead experience should the lead student assistant be absent.

Specific Job Requirements:

- This position requires bending, stooping, climbing ladders, walking, carrying, repetitive motion, and visual acuity.
- On occasion may require the ability to lift up to 40 pounds.
- Weekend and evening work are certain, but schedules are flexible throughout the summer depending on staff availability.
- Must possess a valid driver's license and experience driving a manual transmission vehicle preferred.

QUALIFICATIONS:

- Must be able to successfully pass a background check
- Must maintain confidentiality of sensitive information.
- Must be enrolled at HSU for a minimum of six units for both the fall and spring semesters OR be enrolled in the Summer Semester.
- Must maintain a professional appearance and work environment.
- Leads must be able to demonstrate experience in a related field and knowledge of Humboldt Housing Facilities. Previous work history with Cal Poly Humboldt is preferred.

COMPENSATION:

The starting wage for Summer Custodial Student Assistant work is \$16/hour. Student Leads will start at \$16.70. Be sure to indicate in your application which custodial specialization(s) you are interested in, and if you want to be a lead. Because the University is not in session, students may work up to 40 hours per week. Preference will be given to students who can work 40 hours per week. Payday is

the 15th of each month and paychecks are available at the University Cashier in the Student Business Services Building or through direct deposit.