

## Job description

### *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 washing, folding, packing, and delivery of linens. They will also assist with the organizing of linen storage areas and establish linen inventory controls. This team will work closely with the Conference Coordinator to complete special requests/tasks and organize setups related to specific requests. Linens specialists should also expect to do occasional housekeeping work detailed below.
- **Housekeeping specialists** will assist in thoroughly cleaning all residence hall facilities in preparation for summer conference programs. They will also assist in making beds and tearing down setups during conferences, as well as cleaning common areas (bathrooms, lounges, hallways, stairwells, etc.) in all facilities on a regular basis.
- 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 work should be expected, but schedules *may* be flexible throughout the summer depending on staff availability.
- Leads and linen specialists must possess a valid driver's license. Experience driving a manual transmission vehicle preferred for leads.

#### 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, attitude, 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 \$16.50/hour. Linens Specialists and Student Leads will start at \$17.66. Be sure to indicate in your application which custodial specialization(s) you are interested in. 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.