

Loyola Marymount University Student Housing Office

FACILITIES ASSISTANT POSITION DESCRIPTION

As a member of the Student Housing Staff, the Student Housing Facilities Assistant is responsible for assisting the Student Housing Facilities Coordinator and the Facilities Supervisor with carrying out the day-to-day operations of the Student Housing Facilities Department.

The Facilities Assistant position reports directly to the Facilities Coordinator and the Facilities Supervisor. The Facilities Assistant's primary duties include: moving, setting up, storing and inventorying student furnishings, surveying and reporting the condition of student rooms and apartments, preparing the buildings for conferences and openings in the Fall and Spring as well as performing routine service calls as needed.

The following is a general outline of what is expected of students in this position. The Facilities Coordinator and the Facilities Supervisor may assign other more specific tasks.

A. Qualifications

- Enrollment as a degree-seeking student at Loyola Marymount University.
- Must meet physical requirements for heavy lifting and moving of furniture.
- Prior or related experience in furniture moving, set-up and storage preferred.
- Valid 'class three' driver license preferred.

B. Compensation

- Hourly wages are based on the type of work performed and the number of semesters the department has employed student.
- Each employee is expected to keep accurate time records. Time cards will be reviewed by the Facilities Coordinator and the Facilities Supervisor before being submitted to Student Payroll.

C. Student Work Schedules

Academic Year Employment

- A 30 minute lunch is scheduled per day if working 6 hours. Student Workers employed for Fall and Spring will provide their availability schedule to the Facilities Supervisor and may work up to 20 hours per week.
- If a staff member is unable to work due to illness or an emergency, the Student Housing Office should be notified immediately, then the Facilities Coordinator must be notified as soon as possible so that the work schedule for the day may be revised.
- Facilities Assistants may make arrangements with the Facilities Coordinator to have time off without pay.
- Staff is expected to show up on time for his/her shift.

Summer Employment:

- The summer Facilities Assistants will work from 8:00 am until 5:00 pm, Monday through Friday. A one-hour lunch is scheduled per day. There will be a 15-minute morning and afternoon break.
- No time off will be given two weeks prior to opening housing facilities for the fall without prior approval of the Facilities Supervisor and Assistant Director for Resident Services.
- Staff is expected to work during opening weekend but not to exceed 40 hours during the given week.

D. Tasks and Responsibilities

Tasks and service calls assigned by the Facilities Coordinator may include, but are not limited to:

- Stock Area Offices with supplies
- Set up and re-configure beds.
- Move furnishings to and from inventory.
- Set up rooms and apartments for occupancy.
- Install or remove drapery hardware and drapes
- Survey the condition of rooms, apartments and common areas.
- Remove, install and/or repair window screens.
- Accompany vendors and contractors while working in student facilities.
- Inventory, clean and arrange storage areas.
- General filing and record keeping.
- Drive University carts and other vehicles.

E. General Expectations

- The following attire is expected at all times while working within the facilities of Student Housing:
 - Wear uniform provided by the Student Housing Office at all times while working.
 - Wear name tag and carry name badge with them at all times.
 - Closed toed shoes
- Check out master VTS card, cart key, and Nextel phone from the Student Housing Office and return all items at the end of his/her shift.
- Must be familiar with the safe and proper techniques of lifting heavy objects and general safety practices. On the job training will be provided.
- Provide residents and conferees with information regarding Student Housing Facilities and services.
- Work cooperatively with all Student Housing Staff members at all times.
- Maintain on-going communication concerning residents and facilities with the Facilities Coordinator, Facilities Supervisor and the Student Housing Office.
- Follow established channels when voicing opinions of Student Housing and University policy, procedures, and processes.
- Facilities Assistants are expected to act in an honest, conscientious, courteous and professional manner all times, showing respect for persons of all backgrounds, races, genders, interests and abilities.
- Facilities Assistants are expected to serve as role models by abiding by all University and Student Housing policies.

F. Evaluation

- The Facilities Coordinator will conduct performance appraisals at the end of the semester.
- Individuals who fail to meet any of the expectations outlined in this position description at any time will be subject to termination.