



## FACILITIES DEPARTMENT

# SUMMER WORK FORCE JOB DESCRIPTION

**Start Date:** May 12, 2014 (after Finals)

**End Date:** August 31, 2014

The Work Force will be responsible for the preparation of the residence halls for summer conferences and events as well as Fall opening. They will work in conjunction with the Maintenance, Housekeeping, and Residence Life staffs toward this shared goal.

### General Duties:

- Move residence hall furnishings into appropriate rooms
- Inspect and assess room furnishings
- Conduct furniture inventories
- Assemble beds and other furniture
- Perform office moves throughout campus
- Serve night and weekend on-call rotation for Facilities emergencies for Summer Housing, conferences, and campus events

### Hours:

Mon – Fri. 7 a.m. – 3:30 p.m. (Some Weekends)

### Qualifications:

- Some heavy lifting is required. Over 50 lbs.
- Ability to work well with others as a team
- Some weekend work may be required
- **Attendance is mandatory from 5/12 – 6/2 and 8/15-8/29**
- ***Applicant must be enrolled as a full-time JCU student for the 14/15 academic year.***

### Benefits:

- Free double room in Summer Housing (Bernet Hall) with laundry, internet service, and cable.
- \$8.50 per hour

For Further Information e-mail Mike Roeder, Mgr. of Facilities Services at [mroeder@jcu.edu](mailto:mroeder@jcu.edu)