



FACILITIES DEPARTMENT

SUMMER WORK FORCE JOB DESCRIPTION

Start Date: May 11, 2015 (after Finals)

End Date: August 29, 2015

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 5/11 – 6/7 and 8/15-8/29**
- ***Applicant must be enrolled as a full-time JCU student for the 15/16 academic year.***

Benefits:

- Free shared double room in Summer Housing with laundry, internet service, and cable.
- \$8.75 per hour

For Further Information e-mail Mike Roeder, Mgr. of Facilities Services at mroeder@jcu.edu