

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
SUBJECT Student Building Service Aide	RANK x275	GROUP II

DEFINITION:

Under supervision from a Custodial Supervisor or a Building Service Foreman, a student will usually perform general cleaning services on a routine basis that will include all or part of the following duties:

- (a) Sweep and mop floors.
- (b) Vacuum carpets.
- (c) Empty trash and replace liners.
- (d) Clean furniture, fixtures, windows, and other items.
- (e) Transport equipment and supplies to work areas.
- (f) Assist in room setups, including moving furniture.
- (g) Assist with inventory of departmental items like furniture and supplies.

BASIC QUALIFICATIONS:

Must be physically able to perform simple lifting and moving tasks. Able to work independently and in a group setting.

LEARNING OUTCOMES*:

- Promptly inform relevant others when needing guidance with assigned tasks.
- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- Act equitably with integrity and accountability to self, others, and the organization.
- Demonstrate dependability.
- Show a high level of dedication toward doing a good job.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Exercise the ability to compromise and be agile.
- Build strong, positive working relationships with supervisors and coworkers.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).