BUILDING OPERATIONS ASSISTANT

Student Unions

FRESNO STATE | Student Unions

Position Description

Operations Assistants work as a team to perform custodial services and prepare spaces for events in and around the Resnick Student Union, University Student Union and Satellite Student Union ("facilities"), including USU Balcony and USU South Patio ("the Pit").

Type:	Part-time, non benefited – current Fresno State students only
Supervisor:	Associate Director, Union Facilities and Operations
Wage:	$16.90 per hour (non-negotiable)
Schedule:	20 hours per week (maximum); days, nights and weekends
Openings:	Varies (Fresno, CA – In-person)

Responsibilities

- Clean and maintain the facilities, including offices, hallways, meeting rooms, lounges, restrooms, walls, windows and areas for recreation, production and dining.
- Transport tables, chairs, office equipment and other supplies as needed.
- Set up and break down for scheduled events in and around the facilities.
- Maintain high hygiene standards in the facilities by shampooing furniture and carpets, emptying trash receptacles, stripping and waxing floors and replenishing supplies.
- Lock and unlock facilities as assigned in accordance with security procedures.
- Perform cleaning duties and handling of supplies, chemicals and equipment in accordance with safety policies for various surfaces and areas.
- Provide courteous and professional customer service to all employees and guests.
- Assist with maintenance responsibilities such as troubleshooting and simple repairs.
- Assist with assembling and installing small fixtures such as shelves.
- Perform other related job duties as required or assigned.

Qualifications

- Must be an enrolled Fresno State student in good standing.
- Knowledge of methods, materials, chemicals, disinfectants and equipment used in custodial work is preferred, but optional. Training will be provided.
- Must be able to lift and carry a minimum of 30 lbs.
- Mechanically skilled and capable of using different hand and power tools.
- Must be dependable, responsible, personable, friendly and work well with diverse populations, including faculty, staff, students and the public.

Organization Description

Promote a sense of community, student success and personal growth as part of the **Student Unions** team! Over a million visitors annually eat, go bowling, hang out with friends or attend a variety of events in the Student Unions. The USU, RSU and SSU are the centers of campus life!

How to Apply

Submit your application either online or in person. To apply in person, pick up and return a completed application at the Student Involvement Center front desk, located on the third floor of the Resnick Student Union. Online applications can be emailed to getinvolved@csufresno.edu.

For questions, visit fresnostate.edu/usu, email getinvolved@csufresno.edu or call 559.278.2741.