

JOB DESCRIPTION

BUILDING ATTENDANT

SUPPORT & ADMIN SERVICES DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Monitors and administers after hours usage, maintenance, and space rental requirements of the Student Union Building. Ensures all spaces are left clean and re-set each shift.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to and is responsible to the Business Operations Division Manager through the General Office Manager.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Locks and unlocks meeting room doors as required.
2. Secures UVSS A/V equipment as required.
3. Assists student groups in the setup of UVSS AV equipment.
4. Ensures that all public areas are well maintained and notes areas requiring janitorial/maintenance work to the General Office Manager.
5. Reports any incidence as necessary to Campus Security and prepares a corresponding written report to the General Office Manager.
6. Removes posters and advertising in unauthorized areas and expired banners in the Student Union Building.
7. Conducts regular nightly inspections of the interior of the building, maintains a visible presence in the building, and locks down sections as directed.
8. Responsible for spraying and wiping all table surfaces in the SUB including all areas used for lunch study space, hallways and common areas.
9. Responsible for ensuring all meetings rooms are left re-set and clean after use by student groups, reporting any violations to the General Office Manager.
10. Responsible for ensuring all indoor UVSS Vendor locations are in place each evening with two clean tables and 4 chairs.
11. Responsible for processing all recycling and compost generated by the UVSS Board of Directors waste reduction initiative.
12. Other related duties as assigned by the General Office Manager and/or the Division Manager.

QUALIFICATIONS:

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. One year related experience in a position of responsibility.
3. Must have demonstrated experience in judgment and decision making.
4. Must be punctual and reliable.
5. Must be able to work independently with little supervision.
6. Must be able to do some heavy lifting and moving of tables and furniture.
7. Must be familiar with UVSS building policy

8. Proven ability to deal with difficult people.
9. Ability to compose detailed verbal and written reports.
10. Previous cleaning experience would be considered an asset.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.