JOB DESCRIPTION
BUILDING ATTENDANT
GENERAL OFFICE
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Monitor, clean, re-set, and secure SUB spaces.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports and is responsible to the General Office Manager but under the overall authority of the Executive Director.

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. Check BA bookings report for specific shift duties.
2. Bus, spray, and wipe table surfaces throughout shift including all areas used for lunch study space, hallways and common areas of the SUB.
3. Deliver dish bins to the dish pit. Monitor and change the compost bins when full.
4. Process all recycling generated by the UVSS Board of Directors waste reduction initiative.
5. Monitor garbage levels in hallways and removes when full.
6. Monitor and clean microwaves, throughout shift.
7. Set up all indoor UVSS vendor locations with clean tables and four chairs if not booked.
8. Lock and unlock meeting room doors as required.
9. Secure UVSS A/V equipment as required.
10. Assist student groups in the setup of UVSS A/V equipment.
11. Reset and clean all meetings rooms after use and report any violations to the General Office Manager.
12. Ensure that all public areas are well maintained and report any areas requiring janitorial/maintenance work to the General Office Manager.
13. Report any incidents as necessary to Campus Security and prepare a corresponding written report to the General Office Manager.
14. Conduct regular nightly inspections of the interior of the building and maintain a visible presence in the building.
15. Responsible for clearing and locking down sections of the building, and once building is cleared, locking exterior doors as directed.
16. Other related duties as assigned by the General Office Manager and/or the General Manager.

QUALIFICATIONS:
Required:

1. Must be an active member in good standing of the University of Victoria Students' Society (registered in undergraduate classes).
2. Six (6) months related experience in a position of responsibility.
3. Demonstrated experience exercising good judgment and decision-making.
4. Punctual and reliable.
5. Ability to work independently with little supervision.

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6. Ability to lift heavy items and move tables and other furniture.
7. Ability to be flexible under stress and in dealing with difficult people
8. Ability to compose detailed verbal and written reports.

Preferred:

9. Previous cleaning experience.

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.

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