Kent State Ice Arena
Student Maintenance Worker Job Description

Requirements:

• Bureau of Criminal Investigation Background Check
• Effective organizational and time management skills.
• Effective interaction and communication skills with staff members and patrons.
• General knowledge of the facility, policies and procedures, and amenities available to members and guests.
• Ability to work under pressure and respond appropriately to emergency situations
• Demonstrate leadership ability.

Responsibilities:

• Adhere to all policies and procedures set forth by the Department
• Sweep, mop, scrub, strip, wax, and polish to renew floor surfaces
• Clean and shampoo carpets and upholstered furniture.
• Clean, dust, and wax furniture and fixtures
• Wash walls, clean glass and mirrors, remove and hang drapes
• Empty and clean trash receptacles; change light bulbs and clean light fixtures.
• Scrub, clean, and sanitize restrooms and shower facilities; replenish supplies.
• Move and arrange furniture and equipment; may set up rooms for functions and events.
• Maintain a clean and orderly supply closet; monitor supply levels and report supply needs to supervisor.
• May perform minor maintenance; may assist with painting; may learn proper procedure to sharpen skates.
• May remove snow and ice from walkways; may pick up paper and other debris in area surrounding buildings.
• Possibility of learning about and operating Ice resurface machine
• Perform related duties as required.

Hours: Assigned work hours are based on availability and seniority. Hours are set each semester and during break periods by the Maintenance Supervisor. Minimum hours = 15.

Appearance and Dress: The Student Maintenance/Custodial will be neatly attired while on duty. A departmental staff shirt and khaki pants will be worn at all times.

Supervisor: The Student Maintenance/Custodial will report to Maintenance Supervisor, Maintenance Repair Worker, Recreational Facility Worker, or other designated supervisor.