

Student Worker

Classified Position - 7788

<u>Salary</u> Seasonal Workers Hourly Wage per Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> Assigned Supervisor
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SCOPE OF RESPONSIBILITIES

Perform general clerical work or custodial services as assigned

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Clean up area assigned daily including sweeping, wiping, dusting and other general light cleaning tasks
2. Move, open, empty and dispose of boxes and cartons
3. Make inter-office deliveries and perform other messenger tasks as required
4. Use, maintain and store assigned tools and equipment properly
5. Perform clerical functions as required to include paperwork and filing
6. Maintain standard safety practices
7. Maintains regular and predictable attendance
8. Adheres to the professional code of ethics
9. Successfully utilizes technology as appropriate in job function
10. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Methods, equipment and materials used in general maintenance work
- Cleaning materials, disinfectants and equipment used in custodial work
- Proper methods of storing equipment, materials and supplies
- Basic record-keeping techniques

ABILITY TO:

- Operate equipment used in general maintenance and custodial work
- Maintain offices and other facilities in a clean, safe and secure condition
- Use specialized cleaning equipment and supplies safely and efficiently
- Move and arrange furniture and equipment for meetings and special events
- Report safety hazards and need for maintenance and repair
- Observe health and safety regulations
- Understand and follow oral and written directions
- Perform heavy physical labor

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law