Recreational Sports Custodial Services Associate

Oregon State University Department of Recreational Sports is committed to achieving excellence through cultural diversity and actively encourages applications from women, persons of color, and individuals from other underrepresented groups. Application and interview questions will be developed based on the information in this job description.

Definition and Purpose:

Custodial Services Associates (CSAs) assist in meeting the operational needs and customer service requests for custodial services within the Department of Recreational Sports (RecSports). CSAs work as a team to ensure RecSports facilities, grounds, and fields meet the highest standards for appearance, safety, and use. CSAs report to Facilities and Custodial Services. Additionally, all Department of Recreational Sports employees are expected to provide a fun, safe, and welcoming environment for participants at all times and are required to achieve Professional Rescuer CPR, Standard First Aid and Blood borne Pathogens certification before employment begins. This position offers some additional technical skills.

Expectations and Responsibilities:

* Maintain required certifications and attend staff meetings and in-service trainings.
* Maintain written and oral communication with other staff members, supervisors and administrative staff persons.
* Execute emergency procedures and provide First Aid and CPR assistance.
* Maintain and promote a safe and fun environment for all participants and staff.

Duties and Position Tasks:

* Materials Management
  + Ensure waste containers and recycling bins are emptied as needed to prevent overflowing conditions.
  + Receive, unpack, inventory, and stock delivered supplies and materials as needed.
  + Assist with ensuring stock is adequate in all facilities, including Student Legacy Park, McAlexander Fieldhouse, Dixon Recreation Center, and other facilities as needed.
  + Assist with moving unneeded office materials and furniture from administrative areas to Surplus Property.
  + Ensure special events have adequate recycling and waste receptacles and monitor as needed.
* Grounds & Fieldwork
  + Ensure outdoor tennis courts, track, basketball courts, and pavilion areas are free from leaves and other debris.
  + Remove litter and other debris from grass, planting beds, and other outdoor areas as needed.
  + Audit exterior recycling containers to ensure proper use and frequent pick-up by campus partners.
  + Assist with the clearing of snow and ice as needed to ensure safe paths of travel to and around the facilities.
  + Occasionally assists with light landscaping duties, including weeding and bark mulch
* Cleaning
  + Perform regular touchpoint cleaning of elevator buttons, handrails, doorknobs, desks, counters, drinking fountains, lockers, and other equipment as needed to minimize spread of infectious disease.
  + Sweep hallways and common areas as needed.
  + Perform spot mopping as needed in response to spills and slip hazards.
  + Restore common area and classroom furniture to original locations as needed.
* Administrative & Other Duties
  + Perform and document regular facility audits and inspections as requested.
  + Submit work requests for broken equipment and hazardous conditions as needed.
  + Attend team meetings as requested.
  + Maintain working knowledge of Department programs, initiatives and strategic vision to assist customers and employees as needed.
  + Assist with the electronic documentation of policies and procedures.

Preferred Work and Extra Curricular Experience:

* Previous custodial or facility maintenance experience
* Awareness of safety concerns and risk management.
* Awareness and appreciation of individual uniqueness and diversity
* Excellent oral and written communication skills

Education:

Must be a currently enrolled student taking at least 6 credits.

Certifications:

First Aid, Professional Rescuer CPR and blood borne pathogens certifications will be required before employment starts.

Period of Employment:

One academic year (contingent employment is dependent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by immediate supervisor).

Compensation:

10-20 hours per week - $10.85 per hour with an opportunity for merit increases. Early morning, late night and weekend hours may be required.

Training Requirements:

Once hired, candidates must report to Dixon Recreation Center for training as directed.