Program Area: Building Services
Position: Specialist

Mission Statement
We create engaging environments for student growth and success. We inspire healthy living by providing quality recreational and educational opportunities for the Oregon State University community.

Employee Expectations
• Know Your Stuff: Learn, model, promote and consistently enforce policies for the Department of Recreational Sports
• Communicate Like a Pro: Professionally and proactively communicate with your teammates, supervisors and administrative staff
• Stay Sharp: Maintain required certifications and attend orientation sessions, staff meetings and Director’s Retreat as directed
• Seek Solutions: Provide quality customer service to all patrons and search for a “path to yes” when possible and aligned with mission
• Deliver a Positive Experience: Maintain and promote a safe and fun environment for all participants and staff
• Engage & Grow: Participate in the On-Ramp career readiness program while developing transferable skills with a “growth mindset”

Definition and Purpose: Building Services Specialists (BSSs) assist in meeting the operational needs and customer service requests for custodial services within the Department of Recreational Sports (RecSports). BSSs work as a team to ensure RecSports facilities, grounds, and fields meet the highest standards for appearance, safety, and use. BSSs 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.

Position Details, Duties and Responsibilities
- Materials Management
  o Ensure waste containers and recycling bins are emptied as needed to prevent overflowing conditions
  o Receive, unpack, inventory, and stock delivered supplies and materials as needed
  o Assist with ensuring stock is adequate in all facilities, including Student Legacy Park, McAlexander Fieldhouse, Dixon Recreation Center, and other facilities as needed
  o Assist with moving unneeded office materials and furniture from administrative areas to Surplus Property
  o Ensure special events have adequate recycling and waste receptacles and monitor as needed
- Grounds & Fieldwork
  o Ensure outdoor tennis courts, track, basketball courts, and pavilion areas are free from leaves and other debris
  o Remove litter and other debris from grass, planting beds, and other outdoor areas as needed
  o Audit exterior recycling containers to ensure proper use and frequent pick-up by campus partners
  o Assist with the clearing of snow and ice as needed to ensure safe paths of travel to and around the facilities
  o Occasionally assists with light landscaping duties, including weeding and bark mulch
- Cleaning
  o 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
  o Sweep hallways and common areas as needed
  o Perform spot mopping as needed in response to spills and slip hazards
  o Restore common area and classroom furniture to original locations as needed
- Administrative & Other Duties
  o Perform and document regular facility audits and inspections as requested
  o Submit work requests for broken equipment and hazardous conditions as needed
  o Attend team meetings as requested
  o Maintain working knowledge of Department programs, initiatives and strategic vision to assist customers and employees as needed
  o Assist with the electronic documentation of policies and procedures
Minimum Requirements
- Must be a currently enrolled OSU student and/or an enrolled student in OSU’s Degree Partnership Program
- Must meet OSU student employment eligibility requirements including being degree-seeking and maintain minimum credit amounts
- First Aid, CPR/AED and DRS Bloodborne Pathogens certifications is required before employment begins

Preferred Work and Extracurricular 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

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

Compensation: Student employees are paid a wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay based upon job duties, level of responsibility and complexity of work to be performed.

The Department of Recreational Sports at Oregon State University commits to achieve excellence through cultural diversity and actively encourage applications from all genders, persons of color, and individuals from underrepresented groups. Interview questions will be developed based on the information in this position description. All job offers are contingent upon Human Resources final approval.