

**Alvernia University**  
**Department of Facilities and Campus Operations**  
**Departmental Employee Employment Descriptions**

**Employment Position:** Student Custodial Event Assistant  
Facilities Student Partnership Program (FSPP)

**Base Rate of Compensation:** Hourly Wage and Housing Credit

**Position Supervised by:** Facilities and Campus Operations Department

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**Current duties, tasks and responsibilities of position:**

- Primary Responsibilities
  1. General cleaning of restrooms, classrooms, offices, and common areas consisting of, but not limited to the following:
    - Dusting
    - Mopping
    - Vacuuming
    - Trash and recycling removal
  2. Trash and recycling removal throughout campus to central waste and recycling center.
  3. Event preparation consisting of installing and/or break down of any and all furniture and equipment.
  4. Light bulb replacement.
  5. Floor care and maintenance.
  6. Ventilation grill cleaning.
  7. Window cleaning.
  8. Pressure washing.
  9. Must be able to lift up to 50 lbs. and perform repetitive tasks.
  
- Secondary responsibilities
  1. Snow removal.
  2. Outdoor maintenance and upkeep.
  3. Any duties required or requested.