

## BUILDING SERVICE WORKER\*

### **Function of Job:**

Under general supervision from designated supervisor, to perform a variety of skilled or semi-skilled tasks, or skilled labor related to building service work for the upkeep of a safe, clean and healthy living and working environment.

### **Characteristic Duties and Responsibilities:**

1. Perform tasks relating to the maintenance of floors and other surfaces, including vacuuming, mopping and washing.
2. Perform tasks relating to the renovation of floor surfaces, including application of stripping/finish chemical, scrubbing, scapping, and buffing.
3. Perform tasks relating to providing a clean/healthy environment in residence hall bathrooms, public restrooms and athletic locker-rooms, including approved methods of handling/cleaning blood borne pathogens and other body fluids in lavatories, showerstalls, bathtubs, toilets, and urinals.
4. Treat new carpet installations with the appropriate chemical to retard staining/dirt penetration.
5. Perform tasks relating to the cleaning and/or washing of windows, wall partitions and door glass.
6. Perform tasks relating to the cleaning of carpet floor coverings, including shampooing and bonneting.
7. Shovel or sweep snow from steps and immediate area at building entrances.
8. Perform tasks relating to the replacement of light bulbs, including changing the bulbs and washing/cleaning the light fixtures.
9. Using approved methods and formulas, mix cleaning chemicals for application.
10. Provide key service to lock and unlock doors to buildings, classrooms, lecture rooms, etc.
11. Operate and provide operator maintenance for automatic scrubbers, power sweepers (including rider type), vacuums and buffers used in connection with building cleaning.
12. Report all items that require maintenance/repair.
13. Collect all waste material, sort recyclable materials and remove to outdoor collection bins.
14. Establish compatible schedules with clients.
15. May order and be responsible for needed cleaning supplies.
16. May work with and accommodate summer conference groups.
17. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. High school graduation or G.E.D.
2. Ability to operate power cleaning equipment.
3. Ability to respond to emergency situations.
4. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
5. Must be able to wear and use personal protective equipment as necessary.
6. Ability to read English.
7. Ability to interact with varied client needs.

### **Additional Desirable Qualifications:**

1. One year of related experience.

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System Approval

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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

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\* Fifth revision.