



**NEW RIVER COMMUNITY AND TECHNICAL
COLLEGE**

invites applications for the position of:

**Work Study
Campus Service Worker**

SALARY:

\$10.25 Hourly

Work Study: Federal Work- Study is a financial aid program that allows a student to work on-campus or with approved off-campus community service employers to earn money to pay for college expenses. FWS is not a grant (you must work to earn it), and it is not a loan (you do not have to repay it). Being awarded FWS with financial aid can help you become eligible for part-time jobs, both on-and off campus, that you may not have otherwise been eligible for. The FWS program encourages employment in community service and in fields related to your major of study.

Eligibility:

A student enrolled at New River CTC is eligible for employment under the Federal Work-Study Program if such student:

1. has been accepted into a degree program at New River CTC, is enrolled at least as a half-time student and is in good standing as a student.
2. is a citizen of the United States, or lives in the United States for other than a temporary purpose and intends to become a permanent resident thereof, or is a permanent resident of the Trust Territory of the Pacific Islands.
3. is capable, in the opinion of the institution, of making responsible academic progress in such course of study while employed under this program, and
4. has demonstrated a financial need as determined by the U.S. Department of Education.

DESCRIPTION:

Performs a variety of manual labor activities which may include janitorial, maintenance, groundskeeping, and event setup.

Clean offices, classrooms, corridors, and restrooms. Strip and wax floors, wash windows. Secure buildings and offices.

The Campus Service Worker is responsible for cleaning and maintaining institutional buildings and facilities including offices, classrooms, laboratories, public areas, walkways, etc. Job responsibilities require the ability to perform work both independently and as a team.

Additional requirements may include the ability to perform both indoor and outdoor work such as basic grounds cleanup, snow removal, and trash removal.

EXAMPLES OF DUTIES:

Custodial:

- Clean classrooms, offices, hallways, and restrooms
- Sweep, mop, strip, vacuum, and wax floors
- Empty trash cans and dispose of trash
- Fill soap, toilet paper, and paper towel dispensers for restrooms and staff kitchen/lounge areas
- Dust and disinfect tables, chairs, door handles, and restroom fixtures
- Event preparation for rooms and cleanup after event

Groundskeeping:

- Prune bushes, mow grass, and maintain planting beds.
- Shovel snow, scrape ice/slush and mud, and spread salt as needed, ensuring hazard-free entrances in inclement weather.

Serving Needs of Constituents:

- Prepare and set up classrooms for a variety of events (college and external groups/agencies)
- Move equipment as needed
- Assist staff and students with immediate needs
- Provide assistance to students in need of mobility assistance (to/from automobiles and around building) as needed
- Secure buildings, offices, and classrooms as needed

MINIMUM QUALIFICATIONS:

Education:

High School or GED required.

Education beyond high school in a related field, vocational training, certificate, etc. may be given preference.

Experience:

- Over six (6) months of related experience in housekeeping, custodial, janitorial or grounds keeping is required.

Required Skills, Knowledge, and Abilities:

- Operation of equipment – buffers, vacuums, strippers, lawn mowers, snow blowers, leaf blowers, etc.
- Knowledge of grounds maintenance, general housekeeping and cleaning
- Good hand-to-eye coordination and balance skills
- Ability to lift more than 30 pounds
- Ability to deal tactfully with students, staff, faculty and the general public
- Ability to stand, walk and physically exert for long periods of time
- Ability to multitask with good organizational skills

Ability to comprehend and follow oral and written instructions

SUPPLEMENTAL INFORMATION:

New River Community and Technical College is an Affirmative Action/ADA/Equal Opportunity Employer, committed to the principle that minorities, women, veterans and individuals with disabilities are encouraged to apply. The College does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, religion, blindness, veteran status, family status, or disability in its educational programs or in admission to, access to, treatment in or employment as required by applicable state and federal law.