



University Center Job Description

UCEN OPERATIONS ASSISTANT

Job Title: UCen Operations Assistant

Department: UCen Operations

Reports to: Supervisors

Rate of Pay: \$8.50 per hour

Qualifications: Must be able to adjust to situations as they arise. Will be working with cleaning agents and operating power equipment.

Statement of Duties: Assist supervisors in basic cleaning duties including mopping, vacuuming, dusting, cleaning restrooms, sweeping, etc. Use of power equipment under the supervision of career staff, student supervisors, or managers. Responsible for ensuring that the building is kept clean and organized. Employee will perform a variety of duties.

This Position is Staffed:

Monday – Friday, 6:00 am – 11:00 pm

Saturday – Sunday, 7:00 am – 8:00 pm

We will work around class schedules.