



**Position Title:** Part-Time Facilities Management Assistant

**Job Code:** 8307-00E

**Reports To:** Director, Facilities Use and Special Events

**Grade:** CH

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Facilities Management Assistant assists in the set up and breakdown of special events.

**Duties & Responsibilities:**

- Maintains cleanliness of buildings, interior hallways, and stairwells
- Assists in maintaining exterior facilities, such as tennis courts, soccer fields, baseball and softball field
- Assists in other ways as directed by full-time facilities employees
- Performs other duties as assigned

**Essential Personnel:**

This function/position has been designated as “essential”. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

- Less than high school education and one month related experience or training; or equivalent combination of education and experience.
- Effective communications skills
- Ability to follow oral and written instructions

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name