



# Temporary Maintenance Helper (Union Only) Job Description

## JOB INFORMATION

Job Code:	143319
Job Title:	Temporary Maintenance Helper (Union Only)
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Custodial (Union)
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

## JOB SUMMARY

Performs temporary standard custodial procedures as required in assigned housing location.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Less than high school	
	X	High school or equivalent	

### Additional Education

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	

### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of all cleaning standards and methods, materials and equipment including all cleaning chemicals utilized by USC Housing.
X		Ability to comply with the safe and proper operation of all mechanical cleaning equipment as instructed by Environmental Health and Safety Office and area Building Service Manager.
X		Ability to lift a minimum of 25 lbs.

### Other Job Factors

- Must be able to stand for long periods of time. Work requires significant periods of walking.

### Other Job Factors

- Work requires climbing stairs, ladders or step stools.
- Work requires repetitive motion with hands, wrists and arms.

### JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Performs temporary standard custodial procedures in assigned housing location such as cleaning restrooms, windows inside and outside, blinds, floors, bedrooms, living rooms, furniture, walls, patios/balconies, and kitchens including appliances.				
Performs temporary custodial procedures in public areas including lobbies, hallways, laundry rooms, fitness centers, studies, lounges, stairwells, elevators, patios/sundecks, furniture, public kitchens and appliances, trash areas, sidewalks and building entrances/exits.				
Ensures that custodial standards are met. Maintains cleanliness of assigned facilities.				
Performs basic maintenance and repair procedures.				
Moves furniture to accommodate installation of new furniture or reupholstered furniture.				
Complies with all university policies and procedures and with all applicable local, state, and federal laws and regulations.				

### Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

### ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job.