STUDENT JOB DESCRIPTION

JOB TITLE: Maintenance Assistant

WORK AREA: Maintenance Department

HOURS: 10-20 per week

TYPICAL WORK HOURS

☐ Daytime  ☒ Evening  ☒ Weekends

(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: Sweep floors, clean whiteboards, empty wastebaskets, arrange desks, chairs and tables, clean windows, mop floors, use equipment for lawns and snow removal, assist as needed to paint, repair or maintain any portion of the building and grounds, complete other duties as deemed necessary by the full time staff member in charge. Duties will also include video training for emergency preparedness/response.

QUALIFICATIONS: Dependable, self-starter.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?

☐ Yes  ☐ No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.

WAGE RATE: $15.00 per hour

NUMBER OF STUDENTS NEEDED:

___ Academic Year  ___Summer

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Brian Johnson, Minnesota West
Location: Worthington campus
Phone: 507-372-3465
Email Address: brian.johnson@mnwest.edu