UNIVERSITY OF SOUTHERN CALIFORNIA
Steward - Floater (Union Only)
Job Code: 143139

OT Eligible: Yes
Comp Approval: 6/1/2015

JOB SUMMARY:
Performs daily maintenance duties. Maintains the cleanliness of the dining facility, both front and back of the house, as directed.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [□] No
[☑] Yes

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.

JOB QUALIFICATIONS:

Minimum Education:
Skills: Other:

Communication -- written and oral skills

Skills: Specialized Equipment:

Dishwasher
Food grinders and disposals
Pressure washer
Shampoo machine
Steam machine
Vacuum cleaner
Wax/buffing/stripper machine

Skills: Trade/Auxiliary:

Basic cleaning
Clean carpets
Customer service
Maintain inventories
Perform general maintenance repair work for equipment and/or facilities
Serve customers
Understand and apply policies and procedures
Use and or operate various stationary machinery, vacuum cleaners, shampoos, and waxing machines
Wax floors

Supervises: Level:

May oversee student, temporary and/or resource workers.

Comments:

Must have flexible schedule; able to work any shift as assigned. Understands that regular attendance and punctuality is expected of all employees. Must successfully complete ServeSafe certification. Must have valid California Food Handler Card or obtain card within first 30 days of hire.
SIGNATURES:

Employee: _____________________________________ Date:_____________________________

Supervisor: ____________________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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