

- I. **Title:** Building Services Team (BST)
- II. **Description/Scope:** The Building Services Team is responsible for two basic functions within the University Union: in the set up function, team members are responsible for preparing rooms for events, ensuring that they are clean and that furniture and equipment are in place prior to the beginning of the program. In the custodial services function, team members assist the University Union professional custodians in maintaining the cleanliness of the facility including: cleaning hallways, entrances, restrooms, meeting and dining spaces, Phoenix Club Recreation, office complexes, and the daily removal and transportation of waste and recyclable materials.
- III. **Supervisor:** Building Operations Manager and BST Coordinator  
After normal business hours, the team reports to the Building Manager staff and Lead Custodian.
- IV. **Pay Rate: \$10.00/hour**  
*\*Compensation according to the University Union Wage Rate Guidelines (updated winter 2022)*
- V. **Time Commitment:**  
Work hours will vary depending on hours of operation and the program activity.  
Generally, team members will work three four-hour shifts per week and approximately one weekend a month and be willing to come in as extra help for room changeovers or when needed based upon availability.
- VI. **Responsibilities:**  
On particular scheduled shifts, members of the Building Services Team will perform the duties and responsibilities in one of the following functions:

#### **Set up function**

- a. Complete all room set ups, take down, cleaning, maintenance, and changeover duties required during the scheduled shift by fulfilling the standards or diagrams provided by the Coordinator of Reservations, Event Support or University Reservations.
- b. Complete any basic audio/visual technical equipment set ups required for events during the scheduled shift and return equipment to designated storage areas when events are completed.
- c. Post promotional banners in the spaces designated by the promo setup worksheet and the customer's confirmation report.
- d. Perform general cleaning of equipment accessories, such as: easels, chalkboards, flipcharts, tables, chairs, etc.
- e. Respond to requests for changes or assist customers when help is needed.

#### **Custodial function**

- a. Perform all custodial and maintenance duties as required for scheduled shifts per the daily duties lists and standards set by the University Union and OSHA health and safety regulations.
- b. Assist the Building Managers with building opening, closing, and security-check procedures when required during the scheduled shift and report any concerns to the Building Managers, Facility Repair Worker, and/or the Coordinator of Reservations and Event Support.
- c. Remove recyclable and waste materials from collection bins throughout facility. Transport and dispose waste materials into appropriate containers and clean the recycling receptacles.
- d. Maintain exterior entrances to facility by removing snow and ice and sweeping debris when necessary.

#### **All job functions have the following common duties and responsibilities:**

- a. Provide general assistance to specific operations within the Union.
- b. Ensure the safety and security of the Union, its employees, and customers through the proper enforcement of all policies and procedures established by the University Union, the University of Wisconsin-Green Bay and the State of Wisconsin.

- c. Ability to communicate effectively, be attentive to detail, follow directions efficiently, handle multiple tasks simultaneously and contribute to the overall development of the team.
- d. Perform all other duties as designated by the Coordinator of Reservations and Event Support, Building Managers and the Lead Custodian.

**VII. Qualifications:**

Building Services Team members must be efficient, dependable, and able to carry out instructions independently.

Employee must be physically able to lift and move furniture and equipment of up to fifty pounds.

Experience with communication, maintenance, event set up, customer contact/service or custodial duties would be helpful.

\*\*All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester while maintaining a minimum cumulative GPA of 2.5 and have a minimum of 4 semester of schooling left at time of hire.

Updated: 01/04/22

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