

Position: Building Manager

The NDSU Memorial Union provides student employment opportunities that intentionally promote the development of transferable skills and growth in interpersonal communication, problem solving, critical thinking and professional development.

Student Employee Learning Outcome: http://www.ndsu.edu/mu/about_mu/mu_outcomes_and_retention/

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:	60	Prepare rooms and reservation spaces in the Memorial Union for scheduled reservations
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) <ul style="list-style-type: none"> • Set reserved rooms with assigned seating formation according to customer reservation/setup sheet • Ensure reserved equipment is in working order, and ready for customer • Ensure reserved rooms are clean • Lock rooms once they are set, and open for customer at start of reservation • Hang and place items in reservable display spaces such as posters, table tents, and other promotional materials 		

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:	10	Manage opening and closing of Memorial Union cash operation services
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) <ul style="list-style-type: none"> • Retrieve cash bags from safe for area attendants for weekend openings • Drop cash bags in drop safe for evening and weekend closings • Count opening and closing cash bags and complete necessary paperwork 		

Duty/Responsibility No:	3	Statement of duty/responsibility:
Percent of Time:	15	Complete Building Walk-Through
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) <ul style="list-style-type: none"> • Walk through building a minimum of 3 times per shift to ensure building and rooms look professional and clean • Empty trash cans • Straighten furniture 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Complete Restroom Walk-Through
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) <ul style="list-style-type: none">• Pick up trash/paper towels• Wipe Counters• Flush Toilets		

Duty/Responsibility No:	5	Statement of duty/responsibility: Complete Custodial Tasks
Percent of Time:	10	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) <ul style="list-style-type: none">• Complete all components of custodial duties on Saturday evenings and Sundays• Empty Recycle Bins daily		

Duty/Responsibility No:	6	Statement of duty/responsibility: Work Safely
Percent of Time:	100	

Duty/Responsibility No:	7	Statement of duty/responsibility: Provide excellent customer service and work effectively in a team environment.
Percent of Time:	100	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)
<ul style="list-style-type: none">• Provide prompt, courteous and efficient excellent customer service to all visitors, students, faculty and staff.• Establish and maintain strong, supportive and positive working relationships with co-workers and customers.• Maintain a high level of morale within the department and present self as a positive role model.

Duty/Responsibility No:	8	Statement of duty/responsibility: Memorial Union Student Employee Development
Percent of Time:	100	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) <ul style="list-style-type: none">Attend Fall Student Team Training each yearComplete all required University annual trainings: Baseline Safety Training, Preventing Sexual Harassment Training and Student Employee Handbook quiz.Actively participate in fall and spring semester workshops.Complete self-rating portion of the Memorial Union student employment evaluations each semester.		

SPECIFIC SKILLS OR EQUIPMENT REQUIRED	Requires use/operation of (could include computer software/hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented, etc.): <ul style="list-style-type: none"> • hand-held radio • audio/visual equipment • facility lighting systems • custodial equipment • facility room keys
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required, with or without accommodations, to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				✓
Walk			✓	
Sit		✓		
Use hands dexterously (use fingers to handle, feel)				✓
Reach with hands and arms			✓	
Climb or balance		✓		
Stoop/kneel/crouch or crawl		✓		
See				✓
Talk or hear				✓
Taste or smell		✓		
Lift & carry: up to 10 pounds				✓
up to 25 pounds			✓	
up to 50 pounds			✓	
up to 75 pounds		✓		
up to 100 pounds		✓		
more than 100 pounds	✓			