



University Students' Council – Position Description

Position Title:	USC Building Staff (Part-Time)
Supervisor:	Building Services Manager
Remuneration:	\$17.20/hour
Hours of Work:	5 - 10 hours per week average, flexible
Term:	September 1 st – April 30 th

OVERVIEW:

Provide support to the Building Services Manager and assist with the organization of space in the UCC. This is a great opportunity to work on campus and have flexible working hours.

DUTIES AND RESPONSIBILITIES:

- Arrive punctually for your scheduled shift
- During your 3 hour (minimum) shift, assist with the following:
 - Assist staff with assembly of furniture, removal of items, and clean-out of spaces
 - Organize storage files and boxes
 - Clean and sanitize conference rooms; tidy for turnover
 - Maintain an up-to-date inventory list of all items
 - Patrol the UCC ensuring that only approved posters and vendors are present and report any issues to the Manager
 - Report any building maintenance issues to the Manager
 - Other duties as assigned (by Supervisor)
- Purple Store responsibilities:
 - Keying in sales transactions
 - Assisting customers with finding & trying items
 - General upkeep & tidying of the store & merchandise
 - Restocking merchandise as required
 - Filling Ecomm orders if needed
 - Taking notes for Purple Ink custom order requests
 - Locker rental & Poster Patrol inquiries

QUALIFICATIONS:

- Must be an undergraduate or professional student as defined by Western University while in the role.
- USC Building Staff cannot hold another USC paid position (USC Operation, AVP, Coordinator, Governance Leader, Intern) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

TRAINING:

- USC Building Staff will be required to attend all USC-mandated training sessions, as determined by the USC Human Resources Department.
- USC Building Staff will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.