

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Service Worker

BOT Date: 10/1/96

Level: L

FLSA Status: Non-exempt

Class Code: N1205

Adm. Rev:

GENERAL DESCRIPTION

Performs institutional housekeeping duties as assigned location(s). Moves furniture and equipment as required. Assists with special set-ups for campus events.

KEY RESPONSIBILITIES

% OF TIME

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| 1.* | Cleans and maintains assigned area(s) (i.e. classrooms, labs, restrooms, etc.) to include vacuuming, dusting, cleaning chalk boards and erasers, removing trash, sanitizing, and/or other housekeeping duties as required. | 40% |
| 2.* | Stocks paper items and other supplies as needed. | 30% |
| 3. | Strips, waxes, buffs and/or mops floors. Cleans glass surfaces including doors and windows. | 15% |
| 4. | Moves furniture and equipment as required. Assists with set-ups for special events. | 15% |
| 5. | Performs other similar and related duties as assigned. | |

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

<i>Formal Education:</i>	H.S. Diploma or GED required.
<i>Work Experience:</i>	0 to 1 year.
<i>Planning Scope:</i>	Daily: Seldom plan beyond the current day.
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or small group.
<i>Impact on Budgets:</i>	No impact on operating budget.
<i>Impact on Grant Funds:</i>	No impact on grant funds.
<i>Impact on Revenue Generating:</i>	No impact on revenues.
<i>Impact of Decisions:</i>	Decisions and impact are normally limited to my position.
<i>Complexity:</i>	Standardized: Work consist of a few repetitive duties. Problems are solved by reporting them to a supervisor.
<i>Decision Making:</i>	Standardized: Little, if any, independent judgment or decision-making is required.
<i>Problem Solving:</i>	Work tasks are well-defined with clearly stated directions and guidelines. Problems are solved by reporting them to a supervisor.
<i>Internal Contacts:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on non-specialized matters.
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on non-specialized matters.
<i>Level of Supervisory Responsibility:</i>	Involves no responsibility or authority for the directions of others.
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.
<i>Job-Related Knowledge:</i>	Intermediate Skills: Has Knowledge of office or operational procedures. Performs basic typing/work-processing, bookkeeping, checking of records and posting of information to a database/spreadsheet, following written or verbal instructions.
<i>Innovation/Creativity:</i>	Ideas contributed affect primarily my own job. Opportunities for innovations are rare.
<i>Working Conditions/Physical Effort:</i>	Work requires extreme physical exertion and/or physical strain to the point of physical fatigue. Work environment involves exposure to job hazards where there is a high possibility of injury.

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