

RUSSELL HOUSE
UNIVERSITY UNION
UNIVERSITY OF SOUTH CAROLINA
STUDENT LIFE

Building Attendant, Russell House University Union

Russell House University Union Operations is a service-oriented unit responsible for the daily operations of the Russell House facilities including the Information Center, Golden Spur Game Room, reserved space setups, bulletin boards, Theater Operations, and general monitoring of the building and grounds. The operations staff ensures the proper use of the union, the safety and well-being of union patrons, and compliance with facility use and relates policies and procedures.

The Building Attendant performs various duties related to providing proper reserved space setups and monitoring appropriate usage of the facility. Compensation for Building Attendant is \$8.00 hr. Evening and weekend work is required and applicant must be a full-time student in good academic standing. Work Study is preferred but not required.

Duties and Responsibilities

1. Perform setups for scheduled and unscheduled events and meetings.
2. Check daily setup sheet: Indicate condition of each room on the check sheet at least once during your scheduled shift and mark the sheet for the placement and removal of equipment.
3. As scheduled events end, return equipment to its proper storage area, turn off lights and lock the doors. Report any extra cleaning needed or damage done. Be specific.
4. Attend all operations staff meetings.
5. Post approved material on bulletin boards. Check to be sure material has been stamped for approval. Remove any dated or unapproved posted materials.
6. Conduct building checks for irregularities, maintenance problems, and/or property damage. Take corrective actions where possible. Report to supervisor/Building Manager other concerns that need attention.
7. Notify Building Manager/Assistant Director for Operations if you are required to leave the building on official business, i.e. at the request of a Russell House full-time staff person.
8. Conduct inventory of rooms and equipment daily.
9. Return furniture to the proper place if users have moved it.
10. Perform clean up jobs as necessary, including picking up trash, newspapers, etc.
11. Be aware of new procedural changes or new happenings.
12. Attend all training sessions.
13. Perform other tasks as assigned.

Supervision Received

Building Managers, Operations and Events Coordinator, Associate Director for Operations

Requirements

Must be able to perform moderately heavy physical duties (i.e. lifting and setting up equipment).

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.