

POSITION POSTING

POSITION: Part-Time On-Call Housekeeping/Evening Supervisor South and East Campuses
REPORTS TO: Farm Business Manager
DATE POSTED: March 6, 2018
DATE AVAILABLE: Immediate
REQUISITION NUMBER: 2018432

Summary/Objective: This posting is for a part-time, 20 hours per week (not to exceed 999 hours per year), non-exempt position. This position maintains the required cleaning standards of ordinary tidiness at the facilities. In addition, horse and livestock checks throughout the night are required. Tasks that are randomly performed include: watering horses when the weather is hot, checking in/checking out horses that come by commercial shippers during the night, and clearing snow and salting sidewalks before students arrive.

Required Education and Experience:

1. High school diploma.
2. Six months of work experience.

Preferred Education and Experience:

1. 12 to 18 months of work experience.
2. General knowledge of horse and livestock behavior.

Additional Eligibility Qualifications:

1. Individual must be capable of completing tasks without direct supervision and be a detailed individual that takes pride in the appearance of the facility.
2. High Capable of making decisions during an emergency is important.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Secure and patrol facilities and monitor horses/livestock as per schedule.
2. Close facilities as per schedule.
3. Monitor students and public in public areas.
4. Respond to emergency calls or fire alarms.
5. Water and drag the arenas.
6. Clean public areas.
7. Repair items found during watch as abilities allow.
8. Water/feed horses and livestock as needed.
9. Take inventory of staff owned horses.
10. Perform all other duties deemed appropriate for this position

Competencies:

1. Customer/Client Focus.

2. Teamwork Orientation.
3. Thoroughness.
4. Time Management.
5. Project Management.
6. Initiative.

Work Environment:

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and animals (horses and livestock). The employee is frequently exposed to fumes or airborne particles, moving mechanical parts, and vibration. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to have full range of mobility in upper and lower body; be able to reach overhead; be able to work in various positions, including stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time; be able to lift, pull and push materials and equipment to complete assigned job tasks; and be able to frequently lift 50 pounds of weight throughout the assigned workday.

The Office of Human Resources will accept complete applicant files for Requisition Number 2018432 until the position is filled. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer
Male/Female/Disabled/Vet.