

ANNOUNCEMENT OF TECHNICAL SERVICE JOB VACANCIES

These **JOB VACANCY ANNOUNCEMENTS** are made in accordance with Article XII of the Union-University agreement, effective July 1, 2006. Current shift and building location is included. In the absence of any applicants who meet the stated minimum requirements for an announced job in Grades 5 through 1, extended learning periods may be provided for individuals who do not meet the minimum requirements. If you are interested in being considered for these positions, call The Employment and Compensation Division, 863-0304. **DO NOT GO DIRECTLY TO THE WORK UNIT OR TO THE EMPLOYMENT AND COMPENSATION DIVISION.**

Bids for these positions will be accepted from 8:00 a.m., **THURSDAY, FEBRUARY 4** until 5:00 p.m., **WEDNESDAY, FEBRUARY 10, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Janitorial Worker (T-31561)	10	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Collect waste from work area; mop floors, vacuum rugs and clean stairways. Clean restrooms, polish furniture. Lock doors, windows; maintain materials used to perform work in a clean and orderly condition. **JOB REQUIREMENTS:** Requires the ability to read, write and follow instructions; plus up to 3 months of effective experience.

NOTE: THIS FACILITY WILL BE TEAM-CLEANED, SO A STRONG DESIRE TO WORK ON A TEAM AND GOOD INTERPERSONAL SKILLS ARE ESSENTIAL.

SHIFT: 10:00 p.m. to 6:30 a.m.
DAYS OFF: Saturday and Sunday

LOCATION: Various

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Food Service and Production Worker (T-31582)	10	Food Service Dining Commons

BRIEF STATEMENT ABOUT THE JOB:* Prepare food items to be served such as, salad dressing, salads, vegetables, condiments, muffins, baked goods, sauces, sandwiches, wraps, fruit, yogurt and pudding parfaits, sushi, hard boiled eggs and other simple menu items as directed. Follow simple recipes in cooking or preparing ingredients for all of the above. Set up and check dishes, utensils, signs, condiments, etc. for serving lines and food bars according to menu. Maintain quality, freshness and cleanliness of food bars, condiments, dessert stations and the areas in which they are served. Check products to ensure they meet established standards of appearance, quality and portion size. Replace all products that do not meet standards. Work on serving counter and food stations as required. Be knowledgeable about daily menus and recipe ingredients. Ensure correct portion size is distributed. Move food to and from serving counter and food bars as required. Replenish and rotate stock in merchandiser displays and on food bars to maintain quality and freshness. Operate and clean equipment such as, mixer, chopper, cutter, meat/cheese slicer, can opener, undercounter dish machine, toaster, blender, pasta cooker, rice cooker, fryer, coffee brewer, convection oven, etc. Clean refrigerator, tables, sinks and pans. Take orders and ring up sales on cash register as necessary. Make change as required. **JOB REQUIREMENTS:** Requires the use of commercial English, grammar and arithmetic such as addition, subtraction, multiplication and division, including decimals and fractions; simple use of formulas, charts, tables, drawings, specifications, schedules, wiring diagrams, together with the use of adjustable measuring instruments, graduates and the like requiring interpretation in their various applications; or the posting, preparation, interpretation, use and checking of reports, forms, records and comparable date, plus up to and including 3 months of effective experience.

SHIFT: 11:42 a.m. to 8:42 p.m. Sunday, Monday and Thursday
10:30 a.m. to 7:30 p.m. Friday and Saturday
DAYS OFF: Tuesday and Wednesday

LOCATION: Warnock Dining Commons

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY PERSONS BECAUSE OF AGE AS DEFINED BY LAW, ANCESTRY, COLOR, DISABILITY OR HANDICAP, NATIONAL ORIGIN, RACE, RELIGIOUS CREED, SEXUAL ORIENTATION OR VETERAN STATUS.