

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 18, 2010** until 5:00 p.m., **WEDNESDAY, FEBRUARY 24, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Group Leader, Guestroom Attendant (T-31659)	9	Hospitality Services

BRIEF STATEMENT ABOUT THE JOB:* Check and inspect all guestrooms for ready status and occupancy; inform front desk of room readiness. Train new employees in prescribed methods of cleaning; stock guestrooms and public rooms. Inventory house linen and keep linen rooms in orderly condition. Clean offices, lobby, lounges and other public areas; clean main dining room on weekly basis; vacuum hallways throughout hotel. Report needed repairs to Supervisor on duty. Use new cleaning products, make recommendations to Supervisor on effectiveness. As needed, perform duties of Guestroom Attendant as requested by Supervisor. **JOB REQUIREMENTS:** Requires the ability to read, write, and follow instructions; plus 9 to 12 months of effective experience.

SHIFT: Various
DAYS OFF: Various

LOCATION: Penn Stater Conference Center Hotel

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Guest Room Attendant (T-31660)	10	Hospitality Services

BRIEF STATEMENT ABOUT THE JOB:* Collect waste from work area. Clean waste cans. Dust, mop floors, spot clean and vacuum rugs, runners, and carpets. Wash glass, mirrors, light fixtures, railings, etc. Clean restrooms and stock dispensers. Maintain equipment and materials used to perform work in an orderly condition. Lock doors, close and lock windows, and turn out lights as required. Remove and bundle soiled linen, make up beds. Keep linen room in a clean and orderly condition. Replenish stationary and amenities in the guest rooms. **JOB REQUIREMENTS:** Requires the ability to read, write, and follow instructions; plus up to 3 months of effective experience.

SHIFT: Various
DAYS OFF: Various
2 VACANCIES

LOCATION: Penn Stater Conference Center Hotel

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.