

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., **TUESDAY, MAY 18, 2010** until 5:00 p.m., **MONDAY, MAY 24, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE-JOB NUMBER
Utility Worker (T-32216)

GRADE
9

WORK UNIT
Hospitality Services

BRIEF STATEMENT ABOUT THE JOB:* Operate various types of scrubbing and shampooing equipment. Replace incandescent bulbs and fluorescent tubes and starters. Remove accumulated waste from building. Move and relocate furniture, equipment, etc. Shovel snow and chop ice on walks. **JOB REQUIREMENTS:** Requires the ability to read, write, add, subtract, and follow instructions; plus up to 3 months of effective experience.

SHIFT: Various
DAYS OFF: Various

LOCATION: Nittany Lion Inn

JOB TITLE - JOB NUMBER
Janitorial Worker (T-32235)

GRADE
10

WORK UNIT
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: 5:00 p.m. to 1:30 a.m.
DAYS OFF: Saturday and Sunday

LOCATION: Various

JOB TITLE - JOB NUMBER
Laundry Worker (T-32239)

GRADE
11

WORK UNIT
Hospitality Services

BRIEF STATEMENT ABOUT THE JOB:* Receive, sort, and check soiled linen and uniform counts. Report discrepancies to supervisor. Mark and repair uniform and linens using hot patch processes. Shake out, hang, feed, withdraw and assemble dresses, shirts, and other uniform items processed through the garment (hot box) unit. Assist in maintaining the laundry in a clean and orderly condition. **JOB REQUIREMENTS:** Requires reading, writing, adding, subtracting, and the carrying out of instructions; plus up to and including 3 months of effective experience.

SHIFT: Various
DAYS OFF: Various

LOCATION: Laundry Building

JOB TITLE - JOB NUMBER
Table Attendant (T-32240)

GRADE
11

WORK UNIT
Hospitality Services

BRIEF STATEMENT ABOUT THE JOB:* Set and reset tables with appropriate utensils, condiments, linen, ornamentation, etc. Take customer orders; provide information on menu items, make recommendations, as appropriate. Process orders for preparation by machine or manually. Verify content of completed orders. Deliver and serve orders. Compute charges, as necessary and present bill to customer. Prepare set-ups for banquets and special dinners. **JOB REQUIREMENTS:** Requires the ability to read, write, add, subtract and carry out instructions; plus 2 to 3 months of effective experience in a fine dining restaurant.

SHIFT: Various
DAYS OFF: Various

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.