

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, JUNE 15, 2010** until 5:00 p.m., **MONDAY, JUNE 21, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Stockroom Clerk B (T- 32387)	7	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Receive incoming shipments, inspect for quantity and condition. Store incoming materials in proper locations. Issue tools, equipment, and materials to authorized persons. Assist with driving dispatch vehicle. Pick up and deliver various materials as necessary. Operate fork-lift. Package and prepare outgoing shipments. **JOB REQUIREMENTS:** Requires the use of addition, subtraction, multiplication and division including decimals and fractions; posting, preparation, interpretation, use and checking of forms, records and comparable data; plus 6 to 9 months of effective experience.

SHIFT: 7:00 a.m. to 3:30 p.m.
DAYS OFF: Saturday and Sunday

LOCATION: OPP Stores

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Second Cook-Main Kitchen (T-32395)	8	Hospitality Services

BRIEF STATEMENT ABOUT THE JOB:* Prepare and cook food following recipes and standardized cooking techniques. Consult with Chef as to menu development, recipes, and quantities. Prepare vegetables and assist in the preparation and/or cooking of meats, seafood, soups, gravies and sauces. Properly store leftover foods in refrigerators or freezers. Assist in the preparation of special meals and events. Regularly clean work area, utensils and equipment. **JOB REQUIREMENTS:** Requires the use of fractions, following recipes, using various measuring instruments and reading gauges, etc; plus 9 to 12 months of effective experience.

SHIFT: Various
DAYS OFF: Various

LOCATION: Nittany Lion Inn

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Dining Room Attendant (T- 32397)	11	Hospitality Services

BRIEF STATEMENT ABOUT THE JOB:* Set up and tear down buffets using standard procedures. Restock buffet items. Insure buffets are maintained at proper temperatures and freshness. Take temperature of buffet items. Confer with appropriate personnel if temperatures and freshness are outside of established guidelines; take appropriate action as directed. Pick up room service menu orders from guest rooms, prioritize orders and deliver to the cashier. Set up and deliver orders. Secure payment and deliver to the cashier. Collect trays and dishes from guest rooms and separate soiled dishes, glasses, silverware, etc. Maintain dining area in a clean and orderly condition. Dust and polish furniture and fixtures, dry and polish silverware and perform cleaning chores. **JOB REQUIREMENTS:** Requires the use of simple writing, adding, subtracting, whole numbers, and the carrying out of instructions; and the use of fixed gauges and direct reading instruments and devices in which interpretation is not required; plus up to and including 3 months of effective experience.

SHIFT: Various
DAYS OFF: Various

LOCATION: Nittany Lion Inn

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.
EMPLOYMENT AND COMPENSATION

June 15, 2010