

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, JUNE 17, 2010** until 5:00 p.m., **WEDNESDAY, JUNE 23, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Residence Hall Utility Worker (T-32413)	10	Housing

BRIEF STATEMENT ABOUT THE JOB:* Empty and clean waste containers. Remove and dispose of all trash and debris from building. Move bags and carts of accumulated linens to locker or to receiving areas for pickup. Clean floors and stairs by sweeping, wet and dry mopping, scrubbing or vacuuming, as instructed. Clean carpets using vacuum cleaner and rug shampooer. Move furniture and other items to and from receiving storage and/or use areas to allow for cleaning, repairs, transfer, set-up, etc. Assemble and disassemble furniture such as double-decker beds, desks, etc. Shovel snow, spread sawdust or calcium and sweep outside buildings as directed. Report maintenance problems, unusual conditions, damages and losses to Supervisor. Turn in found items immediately to Supervisor. **JOB REQUIREMENTS:** Requires the ability to read, write and follow instructions; plus over 1 and up to 2 months of effective experience.

NOTE: MAY BE TEMPORARILY ASSIGNED TO RESIDENCE HALL PROJECT WORKER, GRADE 9, DURING CERTAIN TIMES OF THE YEAR.

SHIFT: 8:00 a.m. to 4:30 p.m. Wednesday, Thursday and Friday
6:00 a.m. to 2:30 p.m. Saturday and Sunday

LOCATION: West Halls

DAYS OFF: Monday and Tuesday

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Dining Room Attendant (T-32427)	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

LOCATION: Penn Stater Conference Center Hotel

DAYS OFF: Various

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.