



Laundry Services Student Manager Job Description

Brockport Auxiliary Service Corporation at the State University of New York College at Brockport is recruiting for the following position and invites applications from interested individuals.

Job Title: Student Manager	Reports to: Assistant Director Business Development
Unit: Laundry Services	Schedule: Part-time, approximately 10 hours per week

Position Description

Under the supervision of the Assistant Director Business Development and the laundry maintenance team, assists in performing preventative maintenance, troubleshooting, and minor repairs of laundry machines.

Work Performed

- Visit each machine 1 time per week
- Check for visible damage and wear and tear that could cause problems in the future.
- Clean out rubber seals of washers and lint traps of dryers.
- Clean out secondary lint traps.
- Wipe down glass on inside of the washer door.
- Remove and clean the detergent drawer.
- Record all findings and put into a spreadsheet weekly.
- Operate School Dude and Laundry email to receive reported problems and status on repairs.
- Create and post signs, posters, and emails pertaining to laundry.
- Forward findings to Assistant Director Business Development and maintenance team
- Troubleshoot any problems found.

Physical Requirements

- Ability to stand for extended periods of time, climb stairs, walk the campus.
- Ability to lift 25 lbs on occasion.

Qualifications

- Currently enrolled at The College at Brockport

Knowledge/Skills/Abilities

- Basic computer skills.
- Use of Excel.
- Excellent customer service skills.
- Problem solving skills.
- Ability to work independently.

- Ability to meet deadlines.

Date Posted: 3/24/09 until filled

Applications will continue to be accepted until the position is filled.

Hourly Wage: \$ 8.25

Apply to:

BASC at The College At Brockport
Human Resource Office – Brockway Hall
350 New Campus Drive
Brockport, NY 14420

Electronic submissions may be sent to:

bascjobs@brockport.edu

*Attachments must be in Microsoft Word, rich text format, or PDF file.

Contact Information:

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