

Building Operations Student Position for Gruenhagen Conference Center

Overview of Position:

The Building Operations staff will work with the area supervisor to meet the needs of our conference and lodging guests by preparing meeting space, doing light maintenance and performing housekeeping responsibilities within Gruenhagen Conference Center. This includes table and chair placement, audio visual (AV) needs, overall presentation of meeting rooms, painting, repair of maintenance issues, and cleaning and setting of lodging rooms.

Job Responsibilities and Duties

In relation to preparing meeting space, the person in this position will:

- Arrange conference rooms for meetings as determined by the area supervisor and the Conference Coordinators, including all tables, chairs, AV, and any other equipment utilized by a group
- Ensure that conference rooms are clean, neat and presentable.
- Ensure that all AV equipment is in proper working order
- Teach basic and functional use of AV equipment to the guest as needed

In relation to maintenance, the person in this position will:

- Paint meeting rooms, lodging rooms, hallways, and any other area of the building to maintain appeal of the facility
- Performs pre- and post-maintenance checks on lodging rooms
- Re-carpet flooring in elevators, lodging rooms, and meeting rooms as needed

In relation to housekeeping, the person in this position will:

- Clean lodging rooms in preparation for guests. This includes removal of dirty linen, moving of furniture, vacuuming, and sanitizing surfaces, refrigerator, and microwave
- Set lodging room with pillows, sheets, blankets, and towels based on the designated setting
- Collect and log Lost and Found items
- Rotating weekend coverage. This includes preparation of lodging rooms that need to be turned over, cleaning of common areas, removal of trash and cleaning of bathrooms on lodging floors, first floor and lower level
- Housekeeping work will be limited during the summer months

General Responsibilities

- Provide exemplary customer service to all guests
- Cleans and maintains equipment in working order
- Serve as Runner Services during EAA AirVenture and the Oshkosh Placement Exchange
- Assist with any and all responsibilities that are assigned by the supervisor

Requirements

- Must have and maintain a semester and cumulative GPA of 2.5 or better.
- Must be a current student in good standing at an accredited post-secondary institution.
- Must offer a flexible schedule and availability during business hours (including break periods).
- Must be able to lift up to 50 lbs.
- Must be able to bend, stretch, stand, and be on feet for extended periods of time.

Qualifications

The candidate should possess these traits:

- Ability and desire to learn on the job and be detail oriented
- Prior meeting room setup and detail experience
- Maintenance and repair skills in a plus
- Audio Visual knowledge
- A driver's license in good standing is preferred

Schedule:

This position is year-round, offering up to 25 hours during the school year and up to 40 hours during summer and other break periods. Typically hours being between the hours of 7 am and 5 pm, but may range from 7 am to Midnight, Sunday through Saturday when specifically needed. Work will include rotating weekend coverage by all staff. This position requires availability to work 40 hours per week during the summer months.

Rate of Pay

Rate of pay begins at \$10.00/hour