Facilities Attendant (Req. 8131)

Job Summary

The successful candidate will monitor entrance and departure of users. Write reports of nightly activities and irregularities. Monitor security cameras. Circulate among visitors, patrons and employees, traversing the building regularly to preserve order, observing customers, and answering questions. Answer phone calls. Warn persons of rule infractions or violations. Submit facilities work requests to building deputy or supervisor, documenting conditions as necessary. Take assessment data. Call police, fire or other first responders in cases of emergency. Report suspicious activity as directed. This position reports to the Senior Facilities Attendant.

This is a part-time (9 month, 32 hours/week) overnight position to provide facilities and customer support in Purdue's 24-hour libraries. Works mid August through mid May; standard hours to be determined– must be available weekend hours. Benefits do apply.

Required:

- High school diploma/GED
- Two years of stable work history
- Excellent written and oral skills
- Self-motivated
- Ability to exercise sound judgement
- Ability to work autonomously
- Ability to handle issues in an timely manner and emergency situations calmly
- Ability to drive electric cart around campus
- Computer skills with Microsoft Office products; email and smartphone experience

Preferred:

- Strong customer service background
- Knowledge of Purdue University buildings

Additional Information:

- This posting represents a part-time position; benefits do apply
- Purdue will not sponsor employment authorization for this position
- A background check will be required for employment in this position
- FLSA: Non-Exempt (Eligible For Overtime)
- Retirement Eligibility: Non-exempt Defined Contribution Plan
- Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply

Job Family
Administration
Job Sub Family
Operations Support
Employee Class
Service
Career Stream

Administrative and Operational Support 1

Pay Band S020
Link to Purdue University's compensation guidelines:
https://www.purdue.edu/hr/Compensation/compGuide/supportingDocs/Purdue-Compensation-Guidelines.pdf
Job Code # 20002466
Link to Career Path Maker: https://cpm.mendixcloud.com/?_ga=2.56634154.1642976899.1566391267-1652204999.1559663560