

Job Description Library

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Introduction

This document is a collection of job descriptions currently being used by our vendor partners. There are a variety of styles and formats represented. It is recommended to use the following examples as a guide to create your own.

Compass Group: Audio Visual Assistant Job Description

Job Title: AV Assistant

Reports to: Puget Sound AV Operations Manager

FLSA Status: Hourly Part Time

Summary: Assist MSAV with overall appearance of public conference rooms on a daily basis before clients arrive.

Essential Duties and Responsibilities:

- Straighten up conference rooms daily
 - Align chairs
 - Clear off tables
 - Clean whiteboards
 - Remove unneeded objects from room (leftover meeting materials)
- Restock any necessary supplies (batteries, pens, erasers etc...)
- Complete daily room checklist
- Notify AV tech of any noticeable AV or major room issues

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school education; or up to one-month related experience or training; or equivalent combination of education and experience.

Language Skills: Ability to read and understand a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to speak simple sentences.

Mathematical Skills: Basic ability to count with knowledge of adding and subtracting for restocking purposes. Ability to perform these operations using units of weight measurement, volume, and distance. Able to calculate time for use of time clock.

Reasoning: Ability to understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized

situations. Ability to understand when assistance from management and coworkers is required. Able to comprehend simple requests from guests and coworkers.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, stoop, kneel, twist, crouch, and crawl. The employee is frequently required to use hands to grasp, manipulate, and hold objects. Employee is frequently required to reach with hands and arms. The employee is frequently required to push AV carts and must be able to do so safely. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually low to moderate.

Disclaimer: This is not an exhaustive list of all responsibilities, skills, tasks, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to modify essential functions of the job, or to require that other or different tasks be performed when circumstances change.

Acknowledgement:

I have received, read and understand the above job description and can perform the essential functions of the job with or without reasonable accommodation.

In the event that I need future, reasonable accommodation(s) it is my responsibility to submit a request in writing to management for review.

Signature _____ Date _____

I require the following accommodation:

MV Transportation: Bus Washer Job Description

Key Requirements:

- Applicant must be at least 21 years of age.
- Applicant must be able to work weekends.
- Applicant must be able to work full-time.

*Flexibility options to accommodate the applicant can be discussed during interview process.

Key Responsibilities & Accountabilities:

- Vehicle interiors cleaned according to contract.
- Vehicle exteriors cleaned according to contract.
- Vehicle emergency equipment (fire extinguisher, body-fluid kit, first aid kit) fully stocked and functional.
- Vehicles parked according to facility parking plan.
- All fleet damage documented and communicated to appropriate personnel in the case of unreported damage.
- Fuel Island maintained and kept clean, any spills contained immediately, and reported to the appropriate personnel.
- All vehicles completely fueled, and fluids topped, ready for service at various times of day.
- Fuel and fluids inventories tracked and monitored.
- Fuel logs maintained accurately and up to date for each vehicle and type of fuel/fluid.
- Work area maintained according to OSHA and EPA regulations.

Compass Group: Busser Job Description

Key Responsibilities & Accountabilities:

- Quickly clears dirty table settings and prepares table for resetting; promptly and consistently resets all service ware as prescribed.
- Maintains stock and cleanliness of stations for all meal periods with necessary equipment, including silverware, linen, and condiments; wipes down booths and chairs, moves tables and chairs, and cleans floors as necessary.
- Serves guests beverages, breads and butter and replenishes as necessary; assists servers with food and beverage service.
- Transports all dirty tableware from dining room to dishwashing area.
- Performs any general cleaning tasks using standard cleaning products as assigned by supervisor.
- Folds napkins throughout the day to maintain an adequate supply.
- Performs all assigned side work, including replenishing condiments and restocking side stands.
- Perform other duties as assigned, such as cleaning unexpected spills, handling special guest requests, and greeting and seating guests.
- Performs other duties as assigned.

CBRE: Common Area Reset Assistant Job Description

Job Title:	Maintenance Assistant-- Common Area Reset Team	Job Category:	CBRE -Microsoft
Location:	Willows Warehouse 8950 154 th Ave NE Redmond, WA 98052	Travel Required:	Will be transported via van to daily job sites on Redmond Campus
Level/Salary Range:	\$XXXX/hr. Paid Holidays	Position Type:	Part-time, 20 hrs./wk. M-TH 7am-12pm
Target Start Date	Estimate June 1		
Application Website	http://cbre.referrals.selectminds.com/ In search box for " keyword or requisition #" please enter #EXAMPLE# to reach the position page for application		
Video and Portfolio Resumes can be sent to the hiring manager listed below:			
Hiring Manager			
Job Description			
<p>The Common Area Reset Team provides a vital service to the usability and atmosphere of the Microsoft client workspace by maintaining and resetting Common Areas such as Meeting Rooms and Lounges. The team inspects spaces regularly and ensures furniture is in proper location and in good condition for use.</p> <p>Roles and Responsibilities</p> <p>Performs assigned, scheduled Furniture Inspections in Common Areas. Resets furniture back into formation shown in provided photographs. Locates missing furniture and returns to pictured location. Inspects and reports on condition and cleanliness of furniture so that repair and cleaning can be arranged. Takes detailed notes on inspection findings. Utilizes Microsoft Surface Device (tablet) to complete inspection forms and to reference photo decks. Performs other duties as assigned.</p> <p>Qualifications and Education Requirements</p> <p>High School Diploma or general education degree (GED)</p> <p>Preferred Skills</p> <ul style="list-style-type: none"> • Communication- Ability to comprehend and interpret instructions, short correspondence, and ask clarifying questions to ensure understanding. Ability to take notes and report inspection findings. Ability to respond to common inquiries from clients or co-workers. • Reasoning-Ability to understand and carry out general instructions in standard situations. Ability to do minor problem solving in standard situations. Basic analytical skills. • Physical-Physical requirements include stooping, standing, walking, climbing stairs, bending ability to lift/carry loads of approx. 30-50 lbs. with teammate assistance • Other- Using tablet device for work order program, email and Skype/IM communication. <p>Additional Notes</p> <p>The team members work under close supervision, but at times are required to work in different areas of the building than their teammates and supervisor. The supervisor is in contact via Skype/IM during these times. The position utilizes both independent work and team work.</p>			

NW Landscape Services: Grounds Keeper Job Description

Department: Operations

Reports To: Crew Lead/Field Foreman

FLSA Status: Non-Exempt

Position Type: Part Time Seasonal

Summary: Responsible for the removal of litter in the landscaped areas

Essential Duties and Responsibilities:

- Maintain specified areas as instructed by crew leader. Possible duties include, but are not limited to: routine garbage patrols per a schedule given by the crew leader, removing garbage, cigarette butts and blown in debris from landscaped areas and sports fields
- Operate all vehicles and equipment in accordance with NLS safety policy if applicable
- Abide by NLS code of conduct at all times

Supervisory Responsibilities: This position has no supervisory responsibilities

Secondary Duties and Responsibilities: Other duties as assigned

Education

- Commercial landscape or janitorial experience preferred, but not required

Language Skills

- Ability to communicate effectively with crew lead and other crew members
- Bi-lingual English/Spanish preferred but not required

Mathematical Skills

- None

Reasoning Ability

- Apply common sense understanding to carry out tasks
- Deal with standardized situations with only occasional or no variables

Certificates, Licenses and Registrations

- Valid driver license issued by the state where employed preferred but not required
- Ability to complete tasks assigned in a timely manner

- Strong commitment to high quality of work and customer service

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

- Constantly required to talk, hear, see, sit, stand and walk
- Must be able to see at close vision, distant vision, in color, peripherally, have depth perception, and have the ability to adjust focus
- Frequent use of hands to manipulate, handle or feel objects, tools or controls
- Frequently required to reach, bend, twist, stoop, crouch, climb and balance
- Frequently required to lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

- Frequently works with mechanical objects and outside in all weather conditions
- Occasionally exposed to fumes or airborne particles and toxic or caustic chemicals
- Frequently exposed to loud noise levels