



# Student Labor Position Description

## Single WLS Level Form

Department Name: Marketing Communication

Org. #: 5030

Position Title: Facilities Assistant

WLS Level: **2** Position Code: S01519

Contract Hours: As defined by the status form and/or the grade level descriptions

Current Revision Year: **2019**

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### WORK-LEARNING-SERVICE LEVELS (WLS)

- **WLS 1 – Entry Level** – This level is assigned to the following:
  1. All entering students during the first year of enrollment (or first term if entering mid-year); and
  2. Students of any classification whose work is characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks, and requiring direct supervision of worker results
- **WLS 2 – Intermediate Level** – This work typically involves less direct supervision than WLS Level 1, perhaps more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.
- **WLS 3 – Skilled Level** – The work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out.
- **WLS 4 – Advanced Level** – Normally involves the supervision of other students, the ability to apply advanced skills, and the capacity to assume higher levels of responsibilities for departmental operations. As with WLS Level 3, the work is typically skilled, requires little direct supervision, allows for independent judgment on procedures, and has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out. Labor Departments may require WLS level 4 positions to be more than the minimum 10 hour commitment; if so, the Status Form will reflect this requirement.
- **WLS 5 – Management Level – Must be a 15 hour commitment – Allocation of a WLS Level 5 is limited and must be approved by the Dean of Labor / Labor Team.** *Prerequisite: One term at WLS level 3 or 4 and no forms of academic, labor, or social probation.*  
This level demands an understanding of departmental policies and relationships. Students are expected to develop and model strong interpersonal / communication skills in the workplace. In addition, students must demonstrate autonomy, high level skills, and assume advanced level responsibilities for departmental functions and/or programs. This level is assigned to the following:
  1. Student managers in the department; or
  2. Students responsible for managing highly technical positions within the department; or
  3. Master level student artisans
- **WLS 6 – Director Level – Must be a 15 hour commitment – Allocation of a WLS level 6 is limited and must be approved by the Labor Program Council.** *Prerequisite: One term at level 4 or 5 and no forms of academic, labor, or social probation..*  
Students assigned to this level serve as role models as workers and as students, displaying behaviors and values that are consistent with the Berea College Workplace Expectations -- both on and off the job. These positions require the highest levels of worker autonomy, advanced skills sets, and supervisory responsibilities for individuals, student managers, and departmental operations. Students must be involved in the following:
  1. Supervision of other student managers; or
  2. Supervision of students in highly technical positions
- **WLS UC -- Unclassified** – The positions of Student Government Association President, Campus Activities Board chair, chimes Editor, and pinnacle Editor are unclassified. These positions involve the highest levels of autonomy and responsibility as in the case of WLS level 6 positions.

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### I. WLS Level: **2**

### II. Description of Duties for This Position

The following duties must be performed on a weekly basis, however some tasks may need to be done more often than that such as emptying trash and vacuuming.

- A. Straighten entry mats in main office area
- B. Clean glass on doors and office windows (inside and out)
- C. Vacuum carpet in main office area
- D. Dust all surfaces and remove any cobwebs from corners
- E. Wipe down countertops, phones, doorknobs, and desks in main office
- F. Empty all trash cans and replace liners
- G. Take trash bags out to dumpster across the street from back entrance
- H. Wipe down countertops, microwave, sink, refrigerator in kitchen
- I. Sweep and mop kitchen floor

- J. Vacuum rug in kitchen
- K. Clean/disinfect all hard surfaces (sinks, faucets, back of toilet, toilet seat) in rear bathrooms
- L. Clean mirror in bathrooms
- M. Sweep/mop bathroom floors
- N. Refill all paper products if needed (toilet paper dispenser, paper towel dispenser)
- O. Refill soap dispenser if needed
- P. Clean inside of toilet bowl/ urinal with brush
- Q. Vacuum carpet in conference room
- R. Wipe down conference room table and straighten chairs
- S. Wipe down windows (inside only) in conference room
- T. Check supply inventory and request necessary items from supervisor for reorder.
- U. Other duties as assigned

### **III. Learning Opportunities for This Position**

- A. This position will teach organizational skills, time management, teamwork, and managing supply inventory.

### **IV. Qualifications Needed for This Position**

- A. This position requires someone who is organized, hardworking, has a positive attitude, and is friendly and cordial to staff members.