



NEW: 08/07/2019  
 Submitted: 08/06/2019

JOB TITLE:	STUDENT WORKER
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	FEDERAL MINIMUM WAGE (OR HIGHER IF APPROVED)
WORK YEAR:	TEMPORARY/SEASONAL
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8742
BARGAINING UNIT:	STDT

**SCOPE OF RESPONSIBILITIES**

A limited, temporary/seasonal employment opportunity in general light laboring, housekeeping, food service or clerical areas as assigned.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Cleans up area assigned daily including, but not limited to, sweeping, wiping, dusting, and other general light cleaning tasks

Moves, opens, empties, and disposes of boxes/cartons

Makes inter office deliveries and performs other messenger tasks as required

Uses, maintains, and stores assigned tools/equipment properly

Performs clerical functions as required by assignment

Maintains standard safety practices

Assumes responsibility for quality work and completion of all tasks assigned

Completes all trainings and other compliance requirements as assignment by the designated deadline

Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery and exposure to marked changes in temperature and humidity.

**MINIMUM QUALIFICATIONS**

Completion of the eleventh grade

Physical ability to frequently handle moderately heavy lifting (11-25 lbs.)

Word processing and other clerical skills

Demonstrated ability to participate as a part of a crew

Willingness to work at varied and different locations

Effective communication skills

**DESIRABLE QUALIFICATIONS**

Valid Kentucky driver's license