



## JOB INFORMATION

<i>Job Code:</i>	143140
<i>Job Title:</i>	Steward (Union Only)
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Food Service (Union)
<i>Job Family Group:</i>	Auxiliary Services 1
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Performs daily maintenance duties. Maintains the cleanliness of the dining facility, both front and back of the house, as directed.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Less than high school	
	X	High school or equivalent	

### Additional Education

*Check here if experience may substitute for some of the above education.*

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		<1 year	
	X	1 year	

### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated customer service experience.
X		Experience working in a fast paced working environment.
X		Knowledge of all cleaning methods, materials, and equipment.
X		Knowledge of the operation of all mechanical cleaning equipment.
X		Knowledge of general maintenance repair work.
X		Ability to effectively communicate in English.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to lift up to 75 lbs.

## Licenses

Req	Pref	License(s)
X		Must successfully complete ServeSafe certification.
X		Must have valid California Food Handler Card or obtain card within first 30 days of hire.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides customer services to faculty, staff, students and guests.				
Maintains cleanliness of facilities, equipment, tools, utensils, etc., including floor waxing, floor scrubbing and carpet cleaning. Performs safe handling procedures for all chemicals related to job duties.				
Maintains perpetual inventories of maintenance supplies under the supervision of management.				
Performs general maintenance work.				
Assists in kitchen sanitation program. Complies with standard food handling and sanitation procedures.				
Adheres to department service standards and to all health, safety and university rules and regulations.				
Attends and participates in meetings as required.				
Reports to station, ready to work at the time work assignment is scheduled to begin.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job

description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job.