Student Employee Job Training & Expectations

Safety & Equipment

1) Safety comes first.
2) Do not do or use anything you haven’t been trained to do or use.
3) Do not use equipment that is damaged. Report damage immediately.
4) Never use equipment or extension cords that are missing a prong!
5) Change backpack paper bag daily.
6) Change backpack filter weekly. Bring to office and exchange.
7) Do not coil extension cords tightly.
8) When using the central vacuum system, remember to coil the hose.
9) Leave the equipment in the state that you would wish to find it!
10) Report any accidents immediately to your Supervisor or Heather Chapman (HS and PP).

About the Job

1) Be on time.
2) Do your best. Take a sense of ownership in the area that you clean.
3) All jobs require honesty and integrity.
4) Do not use your cell phone unless it is an emergency.
5) If you can’t work, contact your supervisor. Call or email them at least 30 minutes before your normal start time.
6) More information can be found on the Jobshop website. Go to “Student Employment” and then click on “Supervisors and Employers” (web time, student employee manual, etc.).
7) Keep information confidential. You have access to both male and female areas. Do not gossip.

When You Arrive at Work

1) Always remember to sign in.
2) Collect your keys. Wear your Cleaning Crew ID at all times; this is your work authorization.
3) Take gloves and microfiber cloths with you.

When Working

1) Do what needs to be done without being told to do it.
2) Be vigilant and request work orders for any repairs that need to be made.
3) Be polite and courteous to other students and staff.
4) When you are finished with your job, don't waste time. Seek out new tasks.
5) Do not seek out or do other tasks until your own duties are complete.
6) We are always available to answer questions.
7) Never do anything that you haven’t been trained to do. If in doubt, ask.
8) We won't babysit you.
9) We conduct regular inspections of all buildings, so make sure your duties are complete!

**After Work**

1) Return to the office
2) Bring your dirty Microfiber cloths back and dump them in Microfiber trash can.
3) Change the paper bag in your backpack Vacuum daily.
4) Do not leave them in your work area.
5) Sign out and complete the housekeeping logs.
6) Put your keys back.
7) Fill your time card in daily. It must be submitted and signed before 4pm on the Monday after the time period ends. Otherwise you will have to get it done manually.

**Discipline**

1) We operate a “3 strikes policy”: verbal warning, written warning, and dismissal.
2) There are however gross misconduct offences which will result in immediate dismissal. These include: abusive behavior, theft, not returning keys at the end of your shift, and sleeping on the job.
3) Failure to comply with any of your duties will result in disciplinary procedures!

**Other Information**

1) If the office is locked you must get campus safety to let you in. The door must be locked when you leave.
2) Direct deposit is easier than pay checks.
3) Vacation and time off must be preapproved.