



STUDENT EMPLOYMENT JOB DESCRIPTION

Job#: 38623

Department: Grounds

Job Title: Student Grounds Employee

Supervisor: Daniel Longstreth **Phone #:** 740-366-9282 **Email:** longstreth.26@mail.cotc.edu

Hourly Rate: \$11.55

Qualifications: *(specific training/experience required)*

1. Student must be able to work independently as needed. Student must be able to lift at least 50 lbs. Student must have some experience with equipment operation such as push mowers, weed eaters, hand blowers, hedge trimmers, putting mulch down in beds, weeding beds, some knowledge of what a weed is.
2. Student will learn how to work on equipment, but equipment repair knowledge is a plus. Student should have some knowledge on planting flowers / shrubs. Student will also learn many aspects of groundskeeping.
3. Student should have qualified driver’s license.

Job Description: *(specific information regarding level of responsibility, range, and complexity of duties with percentage of time for each)*

1. Student is responsible for push mowing, edging, weed eating, mulching, picking up trash and cigarette butts, weeding beds—50%
2. Planting flowers and ornamental plants, pruning trees and shrubs, snow removal, watering plants and blowing and raking leaves. - 30%
3. Facilities – Student is responsible for event setup and teardowns. Performs movement of furniture from offices for faculty and staff and classroom moves for students. Custodial tasks such as sweeping, washing door glass, empty trash, working on equipment- 20%

- Will the Student Employee have access to restricted data (to include elements such as name/social security number, driver’s license number, debit/credit card account data. Refer to complete description at [Data Element Classification List](#)), cash, **and/or** be working/providing services unsupervised by any university/college faculty/staff?

Yes *(Third party background check required-completed online)*
 No

- Will the Student Employee be working with minors; including care, custody or control of a minor? (The definition of “minor” does not include persons under the age of 18 who are enrolled for academic credit or have been accepted for enrollment.)

Yes *(BCI & FBI background checks required-completed @ Security Office)*
 No

This job does not replace a full-time employee.

Click here for an [application](#)

COTC Account #: 71035

OFFICE OF FINANCIAL AID USE ONLY

- Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs Yes No
- Students in this job provide services to students with disabilities Yes No
- Background Check Required? Yes (BCI & FBI ~ Third Party) No

1/31/2024