

# JOB DESCRIPTION

<b>Job Title:</b>	Property Assistant	<b>Hours:</b>	15-20 hours/week
<b>Department:</b>	Facilities & Property Mgmt	<b>Hourly Rate:</b>	\$10.00/hour
<b>Supervisor:</b>	Director of Operations/FPM	<b>Financial Aid Eligible?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## Job Description:

The Property Assistant supports general building and grounds maintenance, property upkeep and cleanliness, and assists with everyday business operations such as mail delivery, security, inventory management, and transportation.

## Responsibilities:

- Using an assigned checklist, perform daily walkthroughs of campus facilities (classrooms, faculty and staff lounges, kitchens, lobby, and common area) and clean any areas that need cleaning such as: kitchen counter tops, glass windows and doors, whiteboards, desk and work surfaces, liquid spills, and loose trash
- Provide support for facility and grounds maintenance tasks, as identified from daily walkthroughs
- Provide support during office moves and renovations, including assembling, disassembling, and moving heavy furniture as well as assisting staff with packing up and moving belongings
- Assist with university event logistics, including set up and take down of property
- Organize, count, move, and dispose of physical inventory per supervisor's instructions
- Maintain the University inventory database and assist with inventory management and organization as well as delivery and tracking of supplies to employees
- Operate the VIU vehicles, as necessary, during scheduled worked hours
- Organize and distribute mail to all faculty and staff
- Assist with maintaining building security by following safety procedures and assisting with front desk security
- Perform other property related duties, as requested

## Job Qualifications:

- Work experience as a handyman or ability to perform minor building and facilities repairs
- Work experience with logistics, inventory management, or business operations preferred
- Knowledge of standard cleaning procedures, chemicals, products, and equipment
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products or the use of machinery or mechanical equipment
- Ability to lift 50-75 pounds
- Proficiency in Microsoft Office, particularly MS Excel
- Ability to maintain a high level of attention to detail
- Excellent oral and written English communication skills
- Customer service attitude
- **Must have a valid Driver's License and must either have access to a vehicle and/or live within walking distance of the campus**