

Operations Assistant



+ Job Description

The Operations Assistant is responsible for maintaining a clean, organized, and welcoming environment throughout the Student Center. This role includes daily trash collection, cleaning duties, and ensuring that event spaces are properly set up and ready for use. The Operations Assistant works closely with Building Managers to address any issues, assist with events, and ensure that the facility remains functional and professional.

+ Qualifications

- Must be a registered South Student
- Previous experience in customer service is preferred, but not required.
- Strong communication and interpersonal skills, with the ability to engage customers in a professional and friendly manner.
- Ability to perform manual tasks such as setting up tables, chairs, and A/V equipment.
- Ability to work in a team environment and collaborate with other associates to achieve sales goals.

+ Working Conditions

| Key Areas | Details |
|-------------|---|
| Security | <ul style="list-style-type: none"> ● Maintain a polite and professional demeanor when interacting with students and visitors. ● Assist Building Managers when requested. ● Handle customer concerns, ensuring a high level of satisfaction by resolving issues promptly. |
| Maintenance | <ul style="list-style-type: none"> ● Provide for the safety of the building, its users and the staff by enforcing University and Student Center policies. ● Confirm that all room setups are correct and ensure cleanliness of rooms, tables, and chairs. ● Set up all necessary A/V equipment for events and ensure the rooms are fully prepared. |

+ Additional Requirements

- Must be available to work flexible hours, including weekends and evenings.
- Must have a positive attitude, strong work ethic and willingness to learn.