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# Example of General Utility Worker Job Description

Our innovative and growing company is hiring for a general utility worker. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for general utility worker

* Accurately record production data
* This position’s overall function is as service support for the zone manager in the overall operations of the zone, in the areas of cleaning, leading projects (such as power washing entrances, window washing, waxing floors, relamping, fixture and dispensers, customer relations, ), training and transportation of staff and delivery of supplies to staff
* Serves as next-in-command in the absence of the zone manager
* Provides support for all housekeeping tasks and performing other housekeeping related tasks
* Reports discrepancies found within the buildings, in addition to responding to emergencies and inclement weather
* The position will use standard housekeeping equipment such as auto-scrubbers, burnishers, and power washers in addition to performing minor repairs on these and other small equipment
* This position functions as service support for the zone manager in the overall operations of the zone
* Uses standard housekeeping equipment such as auto-scrubbers, burnishers, and power washers in addition to performing minor repairs on these and other small equipment
* Assist manager in training new and existing staff in distributing assignments and daily management
* This position may be required to work during adverse weather conditions and work even if the University closes

## Qualifications for general utility worker

* Ability to perform minor electrical and plumbing services
* This position will work in the accounting warehouse maintaining records location and cleanliness
* Ensures all garbage and card board is taken out 2 or 3 times a day
* Requires lifting, picking up and setting down mats daily
* Requires walking back and forth to global station and washing sauté pans daily
* Must maintain appropriate temperature logs and cleaning schedule daily