

POSITION ANNOUNCEMENT

JOB TITLE	LABOURER
TYPE OF VACANCY	STAFF
REPORTS TO	FOREMAN, GROUNDS
DEPARTMENT	PHYSICAL PLANT DEPARTMENT
<p>SUMMARY: The Labourer is responsible for the cleaning and upkeep of the buildings and grounds of the University. This includes and is not limited to, the landscaping, waste collection and disposal, as well as assisting with the movement of furniture and other items. To be successful in this role, one must demonstrate a genuine desire, respect and care for the cleanliness of the University campus and affiliated sites, and the safety and privacy of its occupants.</p>	
<p>DUTIES AND RESPONSIBILITIES: The position of Labourer, is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> • Collect the trash and receptacles from the grounds and move them to the designated area. • Pull weed, mow lawn, trim hedges, sweep dust and clean per schedule and or when asked. • Keep all tools and equipment in good clean and working condition. • Obtain, before beginning tasks, all materials and tools required for execution and completion. • Properly store and label all materials used in the execution of tasks. • Report any suspicious activities seen during the course of conducting your duty. • Demonstrate commitment to continuous learning, by staying current with cleaning and gardening techniques, tools, products and solutions. • Give frequent updates to Supervisor on tasks being performed. • Assist with readiness before, and after the storm. • Assist with transporting of furniture to various parts of the campuses and ensure that all areas such as offices and classrooms are operational at all times. 	
<p>KNOWLEDGE, SKILLS & ABILITIES:</p> <ul style="list-style-type: none"> • Knowledge of the safe use of chemicals and waste disposal. • Knowledge of University Safety Policy. • Understanding of privacy and confidentiality. • Good oral and written communication skills. • Comply with department's safety standards. 	

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REQUIREMENTS:

- Must punch time clock upon arrival to and departure from the office;
- Must wear identification badge at all times;
- Follow attendance, punctuality and dress code policy as set up by the department;
- Participate in the University's screening process, including drug screening and background checks.
- Demonstrated aptitude for gardening & cleaning.
- Must be able to drive standard shift.

QUALIFICATIONS:

- Passes at B.G.C.S.E level in English Language and Mathematics or Arithmetic with "C" Grades, OR
- Satisfactory performance on UB's Literacy/Numeracy Test.

Requested Information:

Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- Copies of Qualifications and Certificates;
- At least three (3) written professional references

<https://ubhrapply.info/PeopleFirst>

Incomplete application packages will not be considered

Salary Grade	JCS-1
Date Published	January 8, 2024
Application End Date	January 19, 2024
Date to be Removed	January 19, 2024

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Labourer.