|  |  |
| --- | --- |
| **Title of Position** | Bicycle Loan Program |
| **Department** | Sustainable Campus (Frost) |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.06 Assist with scheduling of meetings, special events and general office activities

1.09 Assist with inventory tracking and monitoring (ie. equipment and supplies)

5.00 Assist with routine maintenance and cleaning tasks as required

4.10 Monitor and record observations and details of work in daily log providing information and data collected

5.04 Move and transport furniture, supplies and equipment as required

5.11 Organizing resources in outer buildings

**Qualifications**

* Current student of Fleming College
* Good human relations and interpersonal skills
* Prior experience in a customer service environment
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Ability to lift and move items that can weigh up to 30lbs