LONE STAR COLLEGE SYSTEM
COLLEGE WORK STUDY JOB DESCRIPTION

POSITION NUMBER: CF00006

| JOB TITLE: Student Worker I, Housekeeping Specialist | College Work Study Position |
| DEPARTMENT: Sonography | PAY: 8.65 per/hr. |
| CAMPUS: LSC-CyFair | HOURS: up to 19.5 per/wk. |

POSITION SUMMARY

This position supports the sono and echo labs. Duties to include washing, drying, folding and storing the linens for both the sono and echo labs.

PRIMARY RESPONSIBILITIES

1. Maintain inventory

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system