

## Justification for Institutional Services Assistant Pool Position Request

Southern Arkansas University Tech (SAU Tech) requests an Institutional Services Assistant position. The essential functions of the position are: removing trash from waste baskets, dumps trash, sanitizes and re-lines trash receptacles daily or as needed; wipes furniture, such as desk tops, tables and other surfaces such as ceiling fans, black/white boards, appliances, and fixtures; cleans walls, windows, window sills, stairways and entry ways as needed; sweeps, mops, and buffs floors, vacuums floors daily, and shampoos carpets as needed; strips, waxes, and buffs floors, as needed or scheduled; cleans bathroom fixtures and stocks restrooms with soap, toilet tissue and paper towels; cleans areas requiring special cleaning methods by using specific cleanser; and assists in set-up of events and cleaning after events.

SAU Tech currently has five (5) Institutional Services Assistant positions. These employees are responsible for maintaining a clean working environment of all of the on-campus and off-campus facilities. The locations and size of the buildings that the staff are responsible for are:

Environmental Academy-----	6,120 square feet
Environmental Lab building-----	6,080 square feet
Administration Building-----	46,666 square feet
Campus Police-----	632 square feet
Automotive Technology-----	4,060 square feet
Aviation-----	1,972 square feet
Career Services Building-----	3,718 square feet
Charles O. Ross Center-----	11,536 square feet
Learning Resources Center-----	11,609 square feet
Maintenance Building-----	12,240 square feet
Manufacturing Building-----	23,400 square feet
Gym-----	20,553 square feet
Pine tree Dayroom-----	960 square feet
Business Building-----	46,467 square feet
Tech Building-----	59,776 square feet

SAU Tech is adding a Student Center which is 36,140 square feet and is projected to be completed in June 2014. This additional building will place an undue hardship on the current staff as the Physical Plant Department is under staffed in this area. The campus bookstore, post office, café, kitchen, public and private dining areas, Student Life Department offices, restrooms, and an auditorium that will seat 2,000 will be located in

this building. The Student Center is also connected to the current gym which is currently being renovated. The gym will have a game room, workout/exercise area, restrooms, and basketball court. The requested position will be assigned to provide janitorial services to these areas.

Not only are the Institutional Services Assistant employees responsible for the essential daily job duties but also during summer schedules, the staff do extensive stripping, waxing, and buffing of all the floors on-campus and off-campus locations. The employees that are not helping with this assignment cover the buildings for the staff that are.

The staff also fills in when other employees are off from work either for illness or scheduled annual leave. When this occurs the employee has to take care of their assigned building(s) plus the building(s) assigned to the employee who is absent. The Physical Plant Department is under staffed and does not have additional help that might be a floater to cover the absence.

SAU Tech requests this position as an additional position without surrendering any position. No employee will be adversely affected by the position request.