

Facility Operations Assistant 1, Stores  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=247203>

Downloaded On: Dec. 26, 2024 5:34am

Posted Oct. 17, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Facility Operations Assistant 1, Stores
<b>Department</b>	Campus Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 17, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53507">https://www.ubjobs.buffalo.edu/postings/53507</a>

**Apply By Email**

**Job Description**

**Facility Operations Assistant 1** provides support to meet the requirements of the Stores Department. Such work may consist of, but is not limited to:

- Assists in inventory tracking, ordering, receiving, and shipping of various office materials
- Loads and unloads heavy equipment, supplies, and furniture by physically lifting items or operating a hand truck, forklift or pallet jack
- Moves items to and from storerooms and/or warehouses; maintains storage areas; tracks and records package movement
- Assists truck drivers and motor vehicle operators in picking up and delivering items. May drive delivery vehicles.
- Moves heavy furniture, office equipment, and records
- Cleans buildings and facilities, which includes but is not limited to: vacuuming, mopping, and

Facility Operations Assistant 1, Stores  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=247203>

Downloaded On: Dec. 26, 2024 5:34am

Posted Oct. 17, 2024, set to expire Aug. 4, 2025

waxing floors; emptying trash receptacles; washing lavatories and fixtures within; dusting and polishing wood and metal fixtures

**Additional Information:**

1. Learn about our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
2. Learn more about what it looks like to be a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**