

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

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

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

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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

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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