

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

Direct Link: <https://www.AcademicKeys.com/r?job=225566>

Downloaded On: May. 12, 2024 5:02pm

Posted Nov. 13, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Facility Operations Assistant 1, Campus Operations
<b>Department</b>	Campus Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York

<b>Date Posted</b>	Nov. 13, 2023
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<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately

<b>Job Categories</b>	Classified Staff
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<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
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<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46432">https://www.ubjobs.buffalo.edu/postings/46432</a>
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**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

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

**Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

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**About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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**

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