

**FreeFest Student Assistant
Student Housing & Residence Life
California State University, East Bay**

Terms and Conditions

A. Position Overview

The FreeFest Student Assistant helps implement Student Housing and Residence Life's annual sustainability initiative FreeFest. FreeFest is an opportunity for residents to donate unwanted, useful, and reusable items and shop for items donated by other residents free of charge. FreeFest Student Assistants assist students and collect, sort, organize, and pack donations. This position is considered a student assistant position and as such is at-will and employees can choose to leave the position at any time and can be released from the position at any time.

B. Conditions

- B.1 The FreeFest Student Assistant must be able to work a minimum of ten hours between May 4, 2020 and May 18, 2020
- B.2 The FreeFest Student Assistant must be enrolled as a full-time student at Cal State East Bay during Spring semester 2020.
- B.3 The FreeFest Student Assistant must be in good conduct standing with the University and Student Housing and Residence Life.
- B.4 The FreeFest Student Assistant must have a 2.5 cumulative GPA.
- B.5 The FreeFest Student Assistant must be able to lift up to 50 lbs.
- B.6 The FreeFest Student Assistant must be able to work indoors and outdoors.

C. Duties and Responsibilities

- C.1 Participate a mandatory training session the week of May 4, 2020.
- C.2 Arrive on time for all scheduled shifts and work through the end of their scheduled shift.
- C.3 Communicate with supervisors about availability to work.
- C.4 Follow procedures to request shift changes or cancellations.
- C.5 Accurately clock in and clock on the Humanity application software at the start and end of each shift.
- C.6 Wear the staff uniform provided by Student Housing & Residence Life during shifts.
- C.7 Demonstrate a positive and welcoming attitude as an employee and representative of CSUEB Student Housing & Residence Life.
- C.8 Provide excellent customer service by greeting residents, responding to all resident inquiries/concerns, and directing students to resources.
- C.9 Maintain a clean, safe, and inclusive environment conducive to working on a team to provide excellent customer service to a diverse community.
- C.10 Be flexible with assignments.
- C.11 Assist with donation collection and redirection of recycled materials.
- C.12 Assist with packing and loading of donated items for storage or transportation.
- C.13 Organize the donated items and help maintain a clean and organized space.
- C.14 Maintain the cleanliness and orderliness of Housing facilities, buildings, grounds, and dumpster areas.
- C.15 Secure, maintain, and properly use supplies. Report broken or stolen equipment to the supervisor.
- C.16 Maintain the cleanliness and orderliness of Housing facilities, buildings, grounds, and dumpster areas.
- C.17 Serve as a role model and demonstrate good judgment and ethical behavior. This includes behaving within the law and all policies and procedures established by the University and Student Housing and Residence Life during the entire period of appointment
- C.18 Other duties as assigned.

D. Terms of Employment

- D.1 Compensation: FreeFest Assistants are paid hourly at a rate of \$13/hour.
- D.2 The anticipated dates of employment are May 4, 2020 – May 18, 2020.
- D.3 The FreeFest Student Assistants are expected to attend one of the two mandatory training sessions held on week of May, 4 2020
- D.4 FreeFest Student Assistants must have a record of all hours worked. FreeFest Student Assistants are required to record time worked using their timesheet and the Humanity software at the beginning and end of each shift. FreeFest Student Assistants may not clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift unless there is prior supervisor approval. FreeFest Assistants must clock out for lunch breaks but should not clock out for rest breaks.
- D.5 FreeFest Student Assistants must take breaks/meals in accordance with University Policy and CA labor laws. FreeFest Student Assistants shall not work more than 8 hours per day or 20 hours per week at on-campus jobs.
- D.6 FreeFest Student Assistants may not claim or set aside donations for their friends during work hours.
- D.7 FreeFest Student Assistants can claim one item per day at the end of their shift.
- D.8 FreeFest Student Assistants who are CSUEB Housing residents may shop at FreeFest when they are not on the clock.
- D.9 This position is at-will.
- D.10 All candidates that have been offered and have accepted the position MUST read through the Terms of Conditions of the position. Additionally, each staff member must sign and date the overall job description as an understanding that they have read through and agreed to all terms. Signing the job description signifies a clear understanding of the expectations. The due date will be conveyed in the offer letter.

This position works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions. All FreeFest Student Assistants are required to sign the position specific job description. Every FreeFest Student Assistant position is subject to criminal and background check.

My signature on this job description certifies that I have reviewed and fully understand the expectations outlined in the terms and conditions. Further, I agree to perform the job duties to the best of my ability. If at any time I do not feel that I can uphold the terms of this position, I will immediately speak with my direct supervisor. I understand that as a student assistant, I am subject to release from the position at any time.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date
_____	_____	_____
MMP Name	MPP Signature	Date