Job Description: Building Services Senior Housekeeper

Job Title: Senior Housekeeper
Department: Physical Plant
Reports To: Building Services Supervisor
Group/Grade: Campus Services III, Grade 3
Status: Full-time, Non-exempt
Job Code: 1-11300-30-CS3-03

Summary

This position is responsible for coordinating the cleaning of public areas of residence halls.

Essential Duties & Responsibilities

1) Clean lobby and public areas by emptying trash, vacuuming, dusting, and cleaning glass to ensure neat and sanitary residential areas.
2) Clean restrooms by emptying trash, mopping floors, cleaning fixtures, and supplying paper products to ensure sanitary and adequately supplied restrooms.
3) Clean kitchen by cleaning stove, sink, microwave, counters, table tops, windows and ledges to ensure a sanitary food environment.
4) Clean hallway areas by emptying trash receptacles, and vacuuming to ensure a sanitary residential area.
5) Maintain inventory of cleaning supplies to ensure supplies are available when needed.
6) Maintain inventory of residence halls linens and supplies for summer conferences to ensure supplies are available when needed.
7) Assist in hiring and supervision of summer cleaning crew by recruiting workers and by organizing work schedule according to the summer conference and campus events schedule.
8) Be available to others who may need assistance or have comments or suggestions to demonstrate a commitment to quality service and to continually improve services.

Supervisory Responsibilities

This position supervises the residence hall housekeeping staff.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability
required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education &/or Experience
The position requires a high school diploma or general education degree (GED) or a one-year certificate from a college or technical school. Requires multiple years of on-the-job training or apprenticeship. The position requires three to five years of related experience. Requires knowledge of specialized practices, systems or procedures. Experience in commercial cleaning required.

Communication Skills
The position requires the ability to exchange information on factual matters, understand and give instructions, and perform other duties which require a basic level of communication skills including listening, reading, speaking, and writing skills. Infrequent or no handling of confidential information.

Working Relationships
The position requires occasional participation with peers and customers, and deals with items of a routine matter with frequent supervision. Participants address common issues and present information beneficial and routine to resolving problems.

Decision Making/Judgment
This position occasionally requires independent judgment to complete tasks. Most of the responsibilities are performed in accordance with exiting procedures and instructions.

Physical Demands/Work Environment
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position requires exposure to potentially hazardous or unpleasant conditions and/or physical effort of some duration. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1) Walking or standing
2) Lifting and/or carrying objects weighing 5-20 lbs.
3) Working in an area that is very unpleasant because of extreme temperatures, noise levels, odors, or other.
4) Working with equipment or performing procedures where carelessness would probably result in minor cuts bruises, or muscle strains.