



HOUSEKEEPING ASSISTANT

2017 Job Description

POSITION SUMMARY:

This position reports to the Housekeeping Leads and Operations Manager. This position is responsible for cleaning and otherwise preparing guest rooms and common areas for the Conference & Guest Services program. This position may be required to drive University vehicles and/or golf carts and be HOV certified. The position may involve lifting and/or carrying heavy objects, requires movement in and around the residence halls and going up and down stairs.

DUTIES AND RESPONSIBILITIES:

- Clean and otherwise prepare guest rooms and common areas prior to guest arrival and during guest stay, according to Residence Life and Conference Services standards, including dusting, mopping, trash removal, vacuuming, etc.
- Collect and distribute linen for guest rooms. (Residence Life has their own custodial staff, who are responsible for cleaning bathrooms, including toilets, sinks, showers and bathtubs and common areas in all residence halls).
- Make beds prior to guest arrival.
- Report maintenance problems, hall damages and missing items per established procedures.
- Document and report lost items found in guest rooms.
- Assist with preparing conference facilities as needed.
- Coordinate with custodial staffs to ensure all required guest rooms are clean and ready for occupancy.
- Perform routine facility inspections.

MINIMUM QUALIFICATIONS:

- Must be enrolled for previous Spring and following Fall for **6 or more units**.
- A copy of your summer class schedule **MUST** be provided upon request.
- Must be available to work at least 30 hours/week for the Conference Services program.
- Availability from Monday, May 15, 2017 – Friday, July 31, 2017. Some positions will have the opportunity to extend to Sunday, August 13, 2017
- **Additional employment MUST be approved in advance by the Coordinator of Conference & Guest Services due to the need for flexible scheduling during various hours, seven days a week.**

PREFERRED QUALIFICATIONS:

- Prior Conference Services experience.
- Working knowledge of Residence Life operations.
- Valid U.S. Driver's License upon employment with a two year acceptable driving record.
- 2.5 or higher GPA
- Ability to climb stairs, lift, twist, or bend numerous times throughout the day.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong interpersonal communication skills.
- Strong commitment to customer service.

COMPENSATION:

- Compensation at \$8.25 per hour.
- Compensation increases to \$10.00 per hour on July 3rd for the remainder of employment.

SUPPLEMENTAL REQUIREMENTS:

- Residence Life is a security sensitive department and this position requires a finger-print criminal background check.
- Motor Vehicle Division check.