HOUSEKEEPING ASSISTANT
2018 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 Housing & Residential Life and Conference Services standards, including dusting, mopping, trash removal, vacuuming, etc.
• Collect and distribute linen for guest rooms. (Housing & Residential 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 14, 2018 – Thursday, August 9, 2018. If hired into a Fall RA, DA or DM position within Housing and Residential Life, accommodations will be made for training periods.
• Additional employment MUST be approved in advance by the Conference Operations Manager due to the need for flexible scheduling during various hours, seven days a week.

PREFERRED QUALIFICATIONS:
• Prior Conference Services experience.
• Working knowledge of Housing & Residential Life operations.
• Valid U.S. Driver’s License upon employment and ability to drive according to the University Fleet Safety Policy.
• 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 $10.50/hour

SUPPLEMENTAL REQUIREMENTS:
• Housing & Residential Life is a security sensitive department and this position requires a finger-print criminal background check.
• Motor Vehicle Division check.

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