



HOUSEKEEPING LEAD

2017 Job Description

POSITION SUMMARY:

This position reports to the Operations Manager. This position will lead a student housekeeping crew responsible for cleaning and otherwise preparing guest rooms and common areas for the Conference & Guest Services program. The Housekeeping Lead is responsible for the use, placement, tracking and condition, of all Conference Services supplies and equipment. This position will be required to drive University vehicles and/or golf carts and be HOV certified.

DUTIES AND RESPONSIBILITIES:

- Perform housekeeping supervisory duties as assigned.
- Help monitor and review inventory levels by physical count, recordkeeping and/or visual inspection, to identify need for purchasing materials, equipment or supplies. Help to keep inventory in van stocked at all times.
- Coordinate delivery of dirty linen and pick-up of clean linen; always maintaining accurate counts for inventory.
- Verify deliveries and turn in all receipts to supervisor in a timely manner.
- Carry a provided cell phone and respond as necessary.
- Keep accurate inventory of equipment and supplies through the use of check-out logs, forms, etc.
- Report maintenance problems, hall damages and missing items per established procedures.
- Coordinate with housekeeping and RLC staff to ensure all required guest rooms are clean and ready for occupancy.
- Attend all training sessions and staff meetings.
- Report to work shifts as scheduled.
- Related duties as assigned or required.

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.
- Strong interpersonal communication skills.
- Strong commitment to customer service.
- Availability from Monday, May 15, 2017 –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 three year acceptable driving record.
- 2.5 or higher GPA

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong interpersonal communication skills.
- Strong commitment to customer service.
- Ability to use Microsoft Office software.

COMPENSATION:

- Compensation at \$9.00 per hour.
- Compensation increases to \$10.50 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.