HOUSEKEEPING LEAD
2018 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 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.
• Valid U.S. Driver’s License upon employment and ability to drive according to the University Fleet Safety Policy.
• 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.
• 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 $11.00 per 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.