



## POSITION DESCRIPTION

### HOUSEKEEPER

Division: Facilities Management Reports to: Housekeeping Supervisor  
Classification: Full-time Staff Revised: August 10, 2020

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Reporting to the Housekeeping Supervisor, the Housekeeper is responsible to clean and perform routine maintenance of campus buildings, including residence halls, classrooms, and administrative offices; to coordinate/carry out a specialized custodial/maintenance function; to provide support services for University priorities.

#### RESPONSIBILITIES:

The candidate must perform a wide range of housekeeping duties involving the following:

- Clean floors: vacuum, sweep, dust mop, wash, strip, wax, buff. Shampoo carpets.
- Wash windows, walls, chalkboards, trash cans.
- Dust furniture, fixtures, woodwork.
- Collect and empty trash receptacles and pick up litter in and around buildings.
- Clean, sanitize and stock bathrooms; change and clean shower curtains.
- Remove trash from buildings to designated locations
- Move furniture.
- Coordinate and carry out a specialized custodial/maintenance function, such as stripping and refinishing floors, athletic facility maintenance, and the like.
- Create and complete electronic work requests in the University computerized maintenance management system (SchoolDude)
- Support events on campus by moving furniture, assisting with event setup/breakdown, dorm & linen management, assessing rooms for cleanliness, etc.

#### SUPERVISION GIVEN:

None

#### SUPERVISION RECEIVED:

Direct supervision is received from a senior custodial staff member or the Housekeeping Supervisor.

**MINIMUM QUALIFICATIONS:**

- High school education desirable.
- Physical ability to do heavy custodial work and operate cleaning equipment.
- Valid driver's license: including acceptable driving record to operate university vehicles.

**PREFERRED QUALIFICATIONS:**

- Administrative related experience
- Experience with a Computerized Maintenance Management System, especially SchoolDude or MySchoolBuilding

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be highly motivated and a self-starter with the ability to work independently.
- Ability to perform tasks in specific sequences.
- General knowledge and skills related to institutional housekeeping and maintenance work, with some relevant commercial/institutional cleaning experience.
- Ability to understand and follow written instructions, chemical labels, and warnings.
- Ability to work cooperatively with other employees and to deal courteously with students, faculty, and staff.

**PHYSICAL DEMANDS**

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.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee frequently is required to stand, bend, walk, use hands to handle or feel, manipulate hand tools mechanical devices, reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.