



Job Description

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| Job Title: | Conference Center Housekeeping Attendant | Job Code: | |
| Department: | Corporate and Continuing Education - HCC | Grade: | E |
| Date: | Revised May, 2005 | FLSA: | Non-exempt |

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The Conference Center Housekeeping Attendant is responsible for ensuring all meeting rooms, pre-function and service areas are cleaned and maintained to the highest standard. Serves the needs of the client before, during the meeting and maintains the order and cleanliness of the facility.

Characteristic Duties and Responsibilities:

1. Cleaning and maintaining all areas of the Harris Conference Center.
2. Responsible for over all guest satisfaction.
3. Consistent communication with Harris Conference Center sales, planning and operational staff.
4. Assisting with set-up, refresh and teardown of conference areas as needed.

Reporting Relationships:

Direction Received: Reports to Director Harris Conference Center
Direction Given: No formal responsibility for supervising other employees.

Minimum Requirements:

High School diploma or GED is required. Minimum of one year experience in hospitality, customer service or related field. Similar experience in a customer service environment preferred. Ideal candidate can work a flexible schedule.



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Knowledge, Skills, Abilities and Worker Characteristics:

Ability to lift and maneuver heavy conference furnishings.

Must have a spirit to serve the customer.

Standing and walking for long periods of time.

Bending, reaching and kneeling.

Must be familiar with use of equipment and cleaning agents.

Must be familiar with content and location of material safety data sheets.

Working Conditions:

Typical office and conference area environment.