Job Description

Job Title: Housekeeping Attendant
Grade: E
Department: Multiple Departments
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 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 assigned facilities.
2. Responsible for overall guest satisfaction.
3. Consistent communication with sales, planning and operational staff.
4. Assisting with set-up, refresh and teardown of facilities as needed.
5. Perform other duties as assigned.

Reporting Relationships:

Direction Received: Reports to an administrator for the facility
Direction Given: No formal responsibility for supervising other employees.

Minimum Requirements:

High School diploma or GED and one year experience in hospitality, customer service or related industry; ability to work a flexible schedule

Knowledge, Skills, Abilities and Worker Characteristics:
Excellent customer service skills
Familiarity with use of cleaning equipment and cleaning agents
Thorough understanding of content and location of material safety data sheets

Working Conditions:
Frequently lifting and moving furnishings up to 30 lbs.; frequently kneeling, twisting or bending at the waist or reaching overhead; frequently walking and standing for long periods of time; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; work schedule varies based on events at facilities

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.

September 2008