



Job Description

Job Title:	Quality Assurance Assistant	Grade:	H
Department:	Facilities	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:

Responsible for housekeeping quality assurance and overseeing the vehicle fleet at CPCC.

Characteristic Duties and Responsibilities:

1. Inspect buildings daily to ensure they are cleaned and maintained to remain in compliance with contract.
2. Communicate with Housekeeping Contract Management to ensure contract compliance and to coordinate the contractor's work with the college's needs. Conduct ongoing cleanliness assessments, planning and evaluations in areas that need improvements in the contract.
3. Responsible for daily operations of vehicle fleet to include inspection of returned vehicles by college personnel.
4. Maintains vehicle utilization, and maintenance records, including mileage, fuel consumption, preventative maintenance schedules, safety checks, part requirements and maintenance costs, and recommend replacement of motor pool vehicles.
5. Run reports for GPS system on vehicles, updating GPS data files, running location reports as requested.
6. Other duties as assigned

Reporting Relationships:

Direction Received: Reports to the Director of Facility Contracts

Direction Given: Leading and coordinating work of employees who perform same type of work.



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Minimum Requirements:

Some technical training beyond high school. Two to four years work experience and a valid NC Driver's License required.

Knowledge, Skills, Abilities and Worker Characteristics:

Customer service skills
Effectively operate cleaning equipment
Performs cleaning in conformance to contract

Working Conditions:

Moderate physical effort with periods of standing, walking, bending, stooping; periodic lifting of up to 25 pounds.