



JOB DESCRIPTION

Job Title: Housekeeper

Department: Facilities

Title of Immediate Supervisor: Housekeeping Manager

Revision Date: 2015

FLSA: Non-Exempt

Annual Hours & FTE: 2080

Account Number: 01-71715-00000-00000-51004

Date Hired:

Name:

Signature:

Occupational Summary:

The Facilities Departments are essential contributors to the residential teaching and learning experience at Beloit College. The operation, quality, cleanliness and appearance of the residential, academic and administrative spaces on campus help to create a healthy and pleasant living, learning and working environment. The housekeeper position requires the ability to effectively interact with diverse faculty, staff and students while conducting a variety of duties relating to the upkeep of over 80 campus buildings as directed by supervisor. The ability to learn and understand how the housekeeping department contributes to residential living as part of the liberal arts experience is an important aspect for success in this position.

Characteristic Duties and Responsibilities:

1. Performs cleaning tasks in assigned areas in accordance with established procedures and safety rules.
Routine cleaning tasks will include:
 - a. Collects and removes trash and cleanup litter (inside and outside).
 - b. Cleans/washes/disinfects restrooms and shower rooms, elevator interiors, individual room phones, room trash baskets and trash collection container.
 - c. Dusting/cleaning walls, doors, furniture, drapes and windows inside and out.
 - d. Sweeping, vacuuming, mopping, scrubbing, and carpet cleaning where needed.
 - e. Replaces burned out light bulbs and clean the light fixtures.Other duties include:
 - a. Care of hard surfaced floors and woodwork including stripping and refinishing where and when needed.
 - b. Assists with snow removal as directed by supervisor.
 - c. Assists with moving and setting up furnishings and equipment as assigned (this includes college event set-ups).
2. Frequently exercise judgment with regard to appropriate chemical supplies and equipment used daily.
3. Keeps equipment clean and operating properly and report malfunctioning equipment to supervisor by phone, in person or on a work order.
4. Immediately reports any unsafe or unusual conditions and any evidence of damage or need of repair to supervisor and on a work order.
5. Completes work orders and project requests as assigned by supervisor.

6. Completes and maintain supply order requests and insure an adequate supply of stock is maintained in the building.
7. Works as part of a team as assigned by supervisor.
8. Assists or work with other facilities personnel when directed by supervisor.
9. Trains, works with, and/or coordinates the responsibilities of facilities student employees.
10. Maintains security of keys and lock and unlock areas as required.
11. Accomplishes assigned custodial tasks while working within the framework of OSHA safety regulations that govern procedures of personal safety, chemical, and equipment usage.

Credentials and Experience:

1. High school diploma or equivalent.
2. Previous housekeeping operation background/experience preferred.

Knowledge, Skills, and Abilities:

1. Knowledge of housekeeping operations.
2. Knowledge of customer service standards and procedures in housekeeping operations including organizing and prioritizing work assignments.
3. Ability to develop and foster a cooperative work environment.
4. Flexibility in all phases of tasks with the ability to accept, manage and incorporate change.
5. Ability to develop, and to contribute to, learning and work environments welcoming to people from a diverse variety of backgrounds and experiences.
6. Outstanding interpersonal and community relations skills and the ability to listen, communicate and work effectively within a diverse community.
7. Ability to understand and appreciate the mission of a residential liberal arts college.
8. Knowledge and understanding of OSHA, fire and life safety standards and rules, regulations and procedures for handling hazardous materials.
9. Ability to use hand and power tools applicable to housekeeping operations.
10. Ability to read and write and to follow both oral and written instructions.

Special Requirements:

1. Must possess a valid driver's license and be reachable for on-call for emergencies.
2. Shares on-call responsibilities.

Physical Requirements:

1. Requires full range of body motion including:
 - a. Ability to lift 40 pounds, 30 pounds frequently and independently.
 - b. Ability to perform bending squatting, twisting, crawling, and climbing.
 - c. Ability to stand or walk for long periods of time and freely traverse campus.
 - d. Ability to climb stairs and ladders up to 10 feet.
 - e. Visual ability to safely and effectively operate equipment.
 - f. Hearing and speaking abilities to effectively communicate through earpiece and in person.
2. Ability to work outside in all weather conditions.

The intent of this job description is to provide the general nature and level of work required of employees who are assigned to this classification and shall not be constructed as an all-inclusive list of duties and responsibilities. Employees may be instructed to perform job-related duties and responsibilities other than those specifically presented in this description.