Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>C-Haus Housekeeper</td>
<td>$7.25</td>
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<tr>
<th>Department</th>
<th>Supervisor</th>
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<tr>
<td>Residential Life</td>
<td>C-Haus Manager</td>
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<tr>
<th>Work Location</th>
<th>Account Number</th>
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<tr>
<td>C-Haus</td>
<td>72-00000-00135-00000-xxxxx</td>
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Do multiple individuals hold this position at one time?  Yes  No

Number of positions available: 1 - 2

Work Schedule

A student in this position can expect to work 2 - 3 hours per day, 2 - 3 hours per week.

The student will work  ☑  Monday thru Friday  ☑  Saturday  ☐  Sunday  ☐  any day of the week.

Hours are available during the following times of the day: **Flexible, noon - 5 pm**.

Department/Position Overview

The primary function of the C-Haus housekeeper is to clean the lounges, game room, bar, and bathrooms in C-Haus on Saturdays. This includes vacuuming the carpets, sweeping and mopping the floors, cleaning, sanitizing, and restocking the bathrooms, emptying full garbage cans and recycling bins, and any other general tidying up of tables and chairs. The hours required to clean the C-Haus are flexible between noon and 5 p.m. Both housekeepers should arrive and leave at the same time. C-Haus student housekeepers will be trained by the Housekeeping staff.

Description of Duties and Tasks

☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☒ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

Required Training and Skills

☒ Ability to communicate in a concise and effective manner, both verbally and in writing

☐ Detail oriented with strong organizational skills

☐ Familiarity with specific computer software, listed here:

☐ Familiarity with specific equipment, listed here:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: