

Housekeeping Assistant

Event Services



Job Description	Work under the direct supervision of the Housekeeping Manager at the Carolina Union to assist in maintaining the day-to-day upkeep of the facility. The housekeeping tasks include but are not limited to, glass cleaning, vacuuming, sweeping. This position ensures that cleanliness issues are brought to the attention of the Housekeeping manager.
Specific Duties & Responsibilities	<ul style="list-style-type: none"> • Provide support to the housekeeping team through leading the following tasks, including but not limited to: <ul style="list-style-type: none"> • Glass cleaning • Vacuuming • Sweeping • Dusting • Sanitizing • Waste Removal • Provide customer service to Carolina Union internal and external stakeholders • Assist the housekeeping team on basic to advanced skill projects • Identify and report maintenance/facility issues • Utilize and implement emergency procedures to assist in the evacuation or sheltering during emergency situations
Requirements & Qualifications	<p>Requirements:</p> <ul style="list-style-type: none"> • No experience required • Demonstrated ability for attention to detail • Demonstrated ability to successfully interact with internal and external stakeholders • Demonstrated ability to understand and follow Carolina Union guidelines and procedures • Demonstrated knowledge of basic housekeeping supplies • Attend scheduled staff meetings and training sessions
Learning Goals & Competency Development	<p>As a result of employment in this position, students will:</p> <ul style="list-style-type: none"> • Identify and utilize training resources and information to appropriately navigate an issue or task • Gather information to inform and develop verbal/written responses to clients, staff, and team members • Identify and enact effective strategies for working with others to achieve shared goals
JobX LEARNING OUTCOMES (FWS Positions Only)	Communication; Professionalism & Work Ethic; Teamwork; Collaboration & Leadership
Available Openings	10
Hours	8-12 hours per week. Flexible availability is required
Hourly Rate	\$8.80

Time Frame	Academic Year 2019-2020
Contact Name	Juan Chavez, Rustin McNiff, Noelle Oxboel
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