

# Housekeeping Coordinator

## Event Services



<b>Job Description</b>	<p>Housekeeping Coordinator will work under the direct supervision of the Housekeeping Manager at the Carolina Union to assist in maintaining the day-to-day routine 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. This staff member coordinates and assists in the training of housekeeping student staff and serve as a resource for new and returning team members.</p>
<b>Specific Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide support to the housekeeping team including but not limited to:             <ul style="list-style-type: none"> <li>• Glass cleaning</li> <li>• Vacuuming</li> <li>• Sweeping</li> <li>• Dusting</li> <li>• Sanitizing</li> <li>• Waste Removal</li> </ul> </li> <li>• Provide customer service to Carolina Union internal and external stakeholders</li> <li>• Assist housekeeping team on large projects</li> <li>• Assist in identifying maintenance/facility issues</li> <li>• Assist in the process of sustainability efforts aligned with UNC Three Zeroes Initiative</li> <li>• Utilize and implement emergency procedures to assist in the evacuation or sheltering during emergency situations</li> </ul>
<b>Requirements &amp; Qualifications</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Combination of formal training and work experience as a Housekeeping Assistant in the Carolina Union</li> <li>• Demonstrated knowledge of basic to intermediate custodial supplies</li> <li>• Demonstrated intermediate competency in professionalism &amp; work ethic</li> <li>• Demonstrated ability to work independently with limited supervision</li> <li>• Demonstrated ability for critical thinking and project management</li> <li>• Demonstrated ability to successfully interact with internal and external stakeholders</li> <li>• Demonstrate and adhere to Carolina Union guidelines and procedures</li> <li>• Attend and assist in the at scheduled staff meetings and training sessions</li> </ul>
<b>Learning Goals &amp; Competency Development</b>	<p><b>As a result of employment in this position, students will:</b></p> <ul style="list-style-type: none"> <li>• Create and administer training resources for housekeeping team</li> <li>• Receive information and develop verbal/written responses to clients, staff, and team members</li> <li>• Identify and enact effective strategies for working with others to achieve shared goals</li> </ul>
<b>JobX LEARNING OUTCOMES</b> <i>(FWS Positions Only)</i>	<p>Communication; Professionalism &amp; Work Ethic; Teamwork; Collaboration &amp; Leadership</p>
<b>Available Openings</b>	<p>6</p>

<b>Hours</b>	10-16 hours per week
<b>Hourly Rate</b>	\$9.50
<b>Time Frame</b>	Academic Year 2019-2020
<b>Contact Name</b>	Juan Chavez, Rustin McNiff, Noelle Oxboel
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<b>Work Location</b>	Carolina Union Room 2415 – Facilities Suite
<b>Phone</b>	919-962-9703, 919-843-5343, 919-966-5069