

Housekeeping Lead

Event Services



<p>Job Description</p>	<p>Housekeeping Lead 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 all housekeeping team members. Additionally this position supports the operation of the housekeeping team by scheduling staff members.</p>
<p>Specific Duties & Responsibilities</p>	<ul style="list-style-type: none"> • Create and maintain weekly staff schedules for the housekeeping student staff that aligns with the business needs • Create, implement, and administer training for housekeeping student staff including University, Carolina Union, and custodial policies • Coordinate intermediate to advanced skill level projects to improve facility cleanliness • Provide support to the housekeeping team including but not limited to: <ul style="list-style-type: none"> • Glass cleaning • Vacuuming • Sweeping • Dusting • Sanitizing • Waste Removal • Assist housekeeping team on large projects • Assist in identifying and reporting maintenance/facility issues • Assist in sustainability efforts aligned with UNC Three Zeroes Initiative • Lead mid-size projects to improve departmental cleanliness • Distribute tasks to housekeeping students when on shift
<p>Requirements & Qualifications</p>	<p>Required:</p> <ul style="list-style-type: none"> • Possess experience, formal training, and in-depth knowledge of the Housekeeping department and Carolina Union as a Housekeeping Assistant • Demonstrated ability to conduct interviews, trainings, performance evaluations, and other employee initiatives for team members • Demonstrated knowledge of basic to intermediate custodial supplies • Demonstrated intermediate competency in professionalism & work ethic • Demonstrated advanced ability to work independently with limited supervision • Demonstrated advanced ability for critical thinking and project management • Demonstrated advanced ability to successfully interact with internal and external stakeholders • Advanced knowledge and enforcement of Carolina Union guidelines and procedures • Attend and lead scheduled staff meetings and training sessions
<p>Learning Goals & Competency Development</p>	<p>As a result of employment in this position, students will:</p> <ul style="list-style-type: none"> • Create, develop, and implement written/oral trainings and resources • Receive information, develop solutions, and implement solution plan • Identify, develop, and enact effective strategies for working with others to achieve shared goals

JobX LEARNING OUTCOMES <i>(FWS Positions Only)</i>	Communication; Professionalism & Work Ethic; Teamwork; Collaboration & Leadership
Available Openings	2
Hours	Monday – Sunday (12-18 hours per week). Flexible availability required as schedule is based on events
Hourly Rate	\$10.30
Time Frame	Academic Year 2019-2020
Contact Name	Juan Chavez, Rustin McNiff, Noelle Oxboel
Contact Email	jchavez@email.unc.edu ; rmcniff@email.unc.edu ; noxboel@email.unc.edu
Work Location	Carolina Union Room 2415 – Facilities Suite
Phone	919-962-9703, 919-843-5343, 919-966-5069