

Housekeeping Assistant

Events Services: Facilities Management, Carolina Union

JOB DESCRIPTION:

Work under direct supervisor of the Housekeeping Manager at the Carolina Union to assist in the day- to- day routine upkeep of the facility. In addition, the staffer is encouraged to view position as a training program for advancement to a Supervisor position.

Grade 3, Step 1 or 2 based on experience (12-10 hours/week; must have availability a minimum of 3 days/week)

RESPONSIBILITIES	<ul style="list-style-type: none"> • Provide support to the Custodial Care team on a daily basis including <ul style="list-style-type: none"> ○ Glass Cleaning ○ Vacuuming ○ Sweeping ○ Dusting ○ Sanitizing surfaces ○ Waste removal • Assist Custodial Care team on large-scale projects. • Assist in identifying potential maintenance/facility issues at the Carolina Union • Other duties assigned
INTENDED LEARNING OUTCOMES	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> • Comprehend basic cleaning procedures and meet Standards • Enhance their knowledge on housekeeping/maintenance • Provide to the University community a safe and clean environment
REQUIREMENTS	<ul style="list-style-type: none"> • Some knowledge of maintenance and building trade is preferred but not essential. • Knowledge of Carolina Union guidelines and procedures • Communication Skills, maturity, attention to detail, professionalism, initiative, teamwork and positive attitude are necessary
CEIA COMPETENCIES	<ul style="list-style-type: none"> • Communication • Critical Thinking • Integrity