**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)*

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<th>RESPONSIBILITIES</th>
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| • Provide support to the Custodial Care team on a daily basis including  
  o Glass Cleaning  
  o Vacuuming  
  o Sweeping  
  o Dusting  
  o Sanitizing surfaces  
  o Waste removal  
|  
| • Assist Custodial Care team on large-scale projects.  
| • Assist in identifying potential maintenance/facility issues at the Carolina Union  
| • Other duties assigned  

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<th>INTENDED LEARNING OUTCOMES</th>
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| As a result of employment in this position, students will:  
  • Comprehend basic cleaning procedures and meet Standards  
  • Enhance their knowledge on housekeeping/maintenance  
  • Provide to the University community a safe and clean environment  

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<th>REQUIREMENTS</th>
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| • 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  

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<th>CEIA COMPETENCIES</th>
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| • Communication  
| • Critical Thinking  
| • Integrity  

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**STUDENT LIFE & LEADERSHIP**  
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