



William Carey College

Facilities, Grounds and Telecommunications

498 Tuscan Avenue, Box 202

Hattiesburg, MS 39401

Phone: (601) 318-6155, Fax: (601) 318-6213

Job Description

Title: **Housekeeper**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

*** This job description does not state nor imply that these are the only duties to be performed by the employee occupying this position. The duties and responsibilities listed herein are essential job functions and exclude duties/functions which are incidental to the performance of fundamental job duties.*

Under the direction of the Housekeeping Supervisor or other assigned supervisor, maintains an assigned group of classrooms, rest rooms, offices, dormitories, President's House and related facilities in a clean and orderly manner; perform a variety of diverse duties in cleaning and maintaining facilities. Work is subject to general supervision by the Housekeeping Supervisor or Facilities Director and is reviewed by general inspection and observation of results.

EXAMPLES OF WORK:

- Sweep, scrub, mop, and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; strip, wax and buff floors.
- Clean, dust and polish furniture, woodwork and desks.
- Empty and clean waste receptacles and pencil sharpeners; pick up paper; pick up trash containers and empty.
- Clean rest rooms including floors, ceilings, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures.
- Move furniture and equipment; set up rooms for special events and meetings.
- Clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and assist others in making repairs as required.
- Turn lights on and off; unlock and lock doors.
- Clean drinking fountains; make emergency clean-ups in classrooms.
- Operate campus vehicles to pick up or deliver supplies as directed.
- Maintain inventory of cleaning supplies and materials and notifies supervisor when additional supplies and materials are needed.
- Notifies Maintenance Dispatcher of needed building repairs.
- Cleans dormitory public areas.
- Perform related duties as assigned.

EXAMPLES OF KNOWLEDGES, SKILLS AND ABILITIES:

- Working knowledge of proper methods and procedures, materials, tools and equipment used in custodial work.
- Basic requirements for the safe maintenance of College facilities.
- Appropriate safety precautions and procedures.

ABILITY TO:

- Use cleaning materials, equipment and methods according to pre-determined standards.
- Learn and apply knowledge of schedules, procedures and use of equipment and supplies used in custodial work.
- Maintain tools and equipment assigned in clean working order and provide proper security.
- Perform minor, non-technical repair.
- Observe and report need for maintenance and repair.
- Lift heavy objects.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Communicate effectively with others.
- Observe legal and defensive driving practices.
- Working knowledge of the methods, materials and equipment used in institutional housekeeping.
- Working knowledge of the operation and proper care of housekeeping equipment.
- Ability to assist in instructing and training employees and Work Study Students in proper custodial methods and procedures.
- Ability and willingness to lead in and perform custodial work.
- Ability to understand, relay and follow oral and written instructions.
- Ability to understand and follow simple oral and written instructions.
- Sufficient physical strength to perform a variety of routine manual tasks in the care, cleaning and general maintenance of building and equipment.

EXPERIENCE AND EDUCATION QUALIFICATIONS:

- Two years of experience in janitorial, custodial, housekeeping or related work in an institution or public or private building.
- High School diploma desirable.
- Ability to read, and perform simple math calculations necessary to properly mix cleaning chemicals and supplies.
- Operates various powered equipment (i.e. mechanical scrubbers, polishers, washers) in performance of assigned duties.
- Accomplishes simple non-skilled maintenance to area and equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid Mississippi driver license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

PHYSICAL EFFORT:

Moderate physical labor including frequent lifting, carrying, pushing and pulling of objects weighing up to 50 pounds; frequent to constant walking, standing, bending, climbing and descending ladders, kneeling and stooping while cleaning, moving furniture or equipment, etc.; repetitive use of upper extremities on a regular basis; ability to operate electric cart to travel and/or pick-up/deliver supplies to a variety of locations on campus; subject to occasional travel to various locations to work. Adheres to dress code.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships with other individuals from diverse backgrounds; ability to personally interact and communicate appropriately with students, staff and/or faculty on a regular, on-going basis; ability to follow written and verbal directions; ability to effectively work alone or as a crew member on a variety of assigned tasks while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily works in indoor environment with limited exposure to inclement weather during travel to and from assigned work areas; exposure to fumes from commercial cleaning products and noise from vacuums and other cleaning equipment; ability to work at any location during day and/or evening hours including weekends on an as-needed basis. Adheres to WCC and departmental dress code, appearance is neat, clean and professional. Wears WCC designated Housekeeper uniform daily. Compliance with established safety requirements and procedures is a condition of employment.