

STUDENT LABOR POSITION DESCRIPTION

Facilities Management

Most Recently Updated 03/15/99

Position Title: Student Assistant Housekeeper
Must work 15 hrs/wk.

1 Grade Level: 5

2a Description: The following are the essential duties for an Assistant Housekeeper in the Housekeeping/Public Buildings office of the Facilities Management Department:

- A. Evaluate cleanliness in assigned buildings on a weekly basis.
- B. Meet with Monitors and Building Directors on a weekly basis to discuss building condition and problems.
- C. Work with Custodians at request of Monitors if problems arise.
- D. Supervise Monitors.
- E. Conduct workshops in conjunction with the Housekeeping Coordinator.
- F. Log and report Custodians' daily time worked.
- G. Performs other job-related duties as assigned.

2b Description: The following are *possible additional* duties for this position:
None beyond those described as essential above.

3 Learning Opportunities:

- A. Develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- B. Refine interpersonal skills.
- C. Increase problem solving, negotiation, and conflict-resolution skills.
- D. Supervisory skills and staff-meeting leadership skills.
- E. Workshop-leading skills.

4 Basic Qualifications:

- A. General: Have worked as a Monitor.
- B. Skill: Thorough knowledge of industrial housekeeping; management skills.
- C. Physical: Ability to perform all duties.
- D. Academic: Be a junior or senior in class standing.

5 Desirable Qualifications:

- A. Excellent problem solving skills.
- B. Good interpersonal skills.
- C. Organizational ability.

6 Narrative Summary: Student evaluated building cleanliness and repair status as well as quality of work done by student custodians; supervised other student workers; resolved work and interpersonal problems as they arose in conjunction with student workers' direct supervisors; led workshops; and reported daily time worked by other students.