

HOWARD UNIVERSITY
Position Description

POSITION:	Housekeeper	GRADE:	TW
DEPARTMENT:		EEO CODE:	08
REPORTS TO:		FLSA:	NE
FRS NUMBER:		POSITION NO:	

BASIC FUNCTION: The purpose of this position is to maintain the cleanliness of the dormitories as well as assisting with maintenance and safety problems by reporting and correcting where possible

SUPERVISORY AUTHORITY: None.

NATURE AND SCOPE: Internal contacts are with supervisors, students, staff and other University officials.

PRINCIPAL ACCOUNTABILITIES: Empties trash containers in assigned work areas and replaces liners; cleans the exterior of trash containers, and removes trash and litter from assigned buildings grounds.

Damp-dusts with germicidal solution, horizontal surfaces, including bedside stands, windowsills, dressers, chairs, ottomans, desk, telephones, bookcases, tables, credenzas, file cabinets, and ledges.

Sweeps and vacuums floor surfaces.

Damp or wet-mops floor surfaces with germicidal solutions.

Cleans and sanitizes rest-rooms with emphasis on wash basins, mirrors, urinals, brightwork, tubs, shower stalls and fixtures, door partitions, walls, floors, vanities, shower curtains, light fixtures, dispenser, and trash cans.

Replenishes or replaces expendable supplies such as light bulbs, shades, soap, toilet tissues and paper towels.

Removes fingerprints, smudges, and dusts dirt from wall surfaces with a germicidal solution or other agents.

Performs non-routine functions as required to include but not limited to washing and cleaning walls, doors, frames, furniture, light fixtures, cabinets, polishing and moving furniture, shampooing upholstery and carpets, waxing and buffing floors, and cleaning non-routine areas.

Changes linens and makes beds in assigned rooms.

Operates mechanical equipment such as buffers, automatic scrubber, pressure washers, vacuum cleaners and shampooers.

**PRINCIPAL
ACCOUNTABILITIES (cont)**

Maintains assigned mechanical equipment in good safe working order.

Sweeps or shovels snow from steps and walks of assigned building.

Notes any required repairs (painting, plumbing, carpentry, or electrical) and reports needed repairs to the supervisor.

Performs other related duties as assigned.

CORE COMPETENCIES:

Ability to lift and carry weights of approximately seventy five (75) pounds.

Ability to operate a variety of cleaning equipment.

Knowledge of methods used to maintain building(s) in accordance with established procedures.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

**MINIMUM
REQUIREMENTS:**

Appropriate number of years of responsible housekeeping or janitorial work experience, preferably in a university or college residential environment.

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Supervisor

DATE: _____

CERTIFIED BY: _____
Office of Human Resource Management

DATE: _____