



<b>Title:</b> Housekeeper	<b>Reports to:</b> House Director (or designated resource)
<b>FLSA Classification:</b> Non-Exempt	<b>Revised date:</b> July 2019

**Summary:**

The Housekeeper is responsible for a variety of general cleaning to maintain bathrooms, common rooms, hallways, offices and other assigned areas in the Facility. The position follows standard practices and procedures and complies with regulatory requirements.

**Essential Functions:**

- Vacuums carpeted areas and mops hard surfaces on the main floor in the common areas and collegians rooms.
- Cleans and sanitizes restrooms and showers.
- Sanitizes and cleans counter tops and sinks.
- Dusts and polishes wood furniture.
- Empties trash containers on all floors.
- Keeps furniture placement aligned and staged appropriately.
- Polishes silver, restocks restrooms and cleaning supplies, replaces light bulbs, etc. as necessary and requested by the House Director.
- Cleans and folds laundry such as dining room linens, rugs, etc.
- Adheres to University, House Corporation and Chapter policies and rules.

**Non-Essential Functions:**

- Assists with special events as requested.
- All other duties as assigned.

**Experience:** Prior cleaning experience a sorority, hotel or like commercial property preferred.

**Education:** High school diploma or equivalent preferred.

**Travel:** None

**Lifting requirements:** Must be able to lift up to 50 pounds.



**Physical Demands:**

Rarely 0% - 25%  
Occasionally 25% - 50%  
Frequently 50% - 75%  
Continually 75% - 100%

Standing	Continually
Walking	Continually
Bending	Frequently
Stooping	Frequently
Crouching	Rarely
Kneeling	Rarely
Crouching	Occasionally
Climbing stairs	Occasionally

The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

**Competencies - key performance indicators to be successful in this position include:**

- **Organizing:** Uses resources effectively and efficiently and can organize multiple tasks.
- **Thoroughness/Detail Oriented:** Completes all tasks thoroughly in a safe and secure manner.
- **Time Management:** Uses his/her time effectively and efficiently and prioritizes tasks

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.



<b>Title:</b> Maintenance Assistant	<b>Reports to:</b> House Director (or designated resource)
<b>FLSA Classification:</b> Non-Exempt	<b>Revised date:</b> August 2018

**Summary:**

The Maintenance Assistant is responsible to perform general maintenance duties including Chapter facility, adjacent walks and grounds, and keep equipment in clean, orderly and functional condition. Provides assistance to other employees at the chapter, collegiate members, advisors, visitors and others as necessary.

**Essential Functions:**

- Receives oral or written direction from House Director, local house corporation and/or VP Facility Operations or Facility Operations Advisor.
- Performs work according to standard procedure and by Chapter's operational schedule.
- Makes minor carpentry, electrical, mechanical and plumbing repairs.
- Performs touch up and finish painting.
- Empties wastebaskets.
- Replaces light bulbs.
- Sets up and tears down chairs, tables and equipment in meeting rooms, and function rooms.
- Prepares rooms for use by Chapter.
- Clears snow from entrances and walkways.
- Picks up and delivers supplies and materials to Chapter, as requested.
- Follows all applicable safety rules and procedures.
- Reports work accomplished orally or on written work order to supervisor.

**Additional Duties:**

- Participates in general painting and repair work.
- Uses hand and power tools in making minor maintenance repairs and maintaining grounds and walks.
- Changes light bulbs and ensuring other fixtures and fittings are in good working order.
- Responsible for rewiring, changing fuses, junction boxes etc.
- Completes minor plumbing and carpentry fixes.
- Cleans and clears work areas to maintain overall facility and appearance.
- Moves or shifts furniture or equipment.
- Assembles furniture or equipment
- Maintains garden/landscape or completes related installation.
- Provides footpath maintenance.
- Clears gutters.
- Changes filters on heating and/or air conditioning systems.
- Maintains property exterior through the different seasons.



**Qualifications Profile:**

- The skills and knowledge required would generally be obtained through previous experience in building cleaning and maintenance work.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.
- Ability to resolve problems and adhere to health and safety guidelines.
- Ability to work effectively with other contractors or maintenance workers.
- Able to resolve complaints quickly and efficiently.
- Demonstrates flexibility and is able to work as part of a team.
- Good communication skills.
- Assists with special events as requested.
- All other duties as assigned.

**Experience:** Prior general maintenance experience in a commercial setting preferred.

**Education:** High school diploma or equivalent preferred.

**Travel:** None

**Lifting requirements:** Must be able to lift up to 50 pounds.

**Physical Demands**

Rarely 0%-25%  
Occasionally 25% - 50%  
Frequently 50% - 75%  
Continually 75% - 100%

Standing	Continually
Walking	Continually
Bending	Frequently
Stooping	Frequently
Crouching	Rarely
Kneeling	Rarely
Crouching	Occasionally
Climbing stairs	Occasionally

The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.



**Competencies - key performance indicators to be successful in this position include:**

- **Organizing:** Uses resources effectively and efficiently and can organize multiple tasks.
- **Thoroughness/Detailed Oriented:** Completes all tasks thoroughly in a safe and secure manner.
- **Time Management:** Uses his/her time effectively and efficiently and prioritizes tasks

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.



<b>Title:</b> Server	<b>Reports to:</b> House Director/Cook
<b>FLSA Classification:</b> Non-Exempt	<b>Revised date:</b> March 2019

**Summary:**

The server is responsible for assisting the Cook with meal preparation and set-up, over-all maintenance and cleanliness of the kitchen.

**Essential Functions:**

- Assists the Cook with meal preparation, food distribution, moving product(s) to and from storage.
- Sets up and clears the buffet lines or tables in the dining room with plates, silverware, napkins, etc.
- Delivers food to the buffet lines or tables and prepares beverages and desserts.
- Re-fills salt and pepper shakers and condiment containers.
- Loads and empties the dishwasher; hand washes dishes and utensils; stores items properly.
- Sweeps, vacuums and mops the kitchen area and dining room.
- Empties the kitchen, dish room and dining room trash containers.
- Delivers dining room linens to utility room for cleaning.
- Restocks paper products and food/snacks as needed.
- Follows standard operating procedures in the use of all kitchen appliances, equipment, utensils, etc.
- Adheres to University, House Corporation Board and Chapter policies and rules.

**Non-Essential Functions:**

- All other duties as assigned.

**Experience:**

- Prior experience in the food service industry preferred.

**Education:**

- High school diploma or equivalent.
- Must be a regularly enrolled student at the host institution

**Travel:**

- None

**Lifting requirements:**

- Must be able to lift up to 50 pounds.



**Physical Demands**

Rarely 0%-25%  
 Occasionally 25% - 50%  
 Frequently 50% - 75%  
 Continually 75% - 100%

Standing	Continually
Walking	Continually
Bending	Occasionally
Stooping	Occasionally
Crouching	Rarely
Kneeling	Rarely
Crouching	Occasionally
Climbing stairs	Rarely

The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

**Competencies - key performance indicators to be successful in this position include:**

- **Collaboration Skills:** Works well with others.
- **Customer Focus:** Meets the expectations and requirements of the collegiate members and guests.
- **Organizing:** Uses resources effectively and efficiently. Can organize multiple tasks.
- **Composure:** Handles stress when difficult situations arise.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.