Housekeeper
Under the direction of a Team Leader or Supervisor, to perform custodial work required for the routine cleaning and upkeep of dormitories, offices, classrooms, and buildings.

Qualifications:
- Experience in janitorial work preferred.
- Must be able to work with little or no supervision.
- Must be able to handle multiple tasks and projects and prioritize based on departmental functionality.
- Knowledge of cleaning materials and practices.
- Must have good interpersonal skills and the ability to work within a culturally diverse organization.
- Ability to read solution labels for directions and safety precautions.
- Must be available to work overtime when University needs require.

Essential Functions:
- Mop, sweep, and scrub floors and other surfaces.
- Clean, renovate, and renew floor surface finishes (waxing and buffing), ensuring proper safety precautions.
- Clean and dust furniture, exhibit cases, fixtures, windows, doors, trim, and related furnishings.
- Wash and/or clean window and door glass.
- Move furniture, supplies, and miscellaneous equipment as directed.
- Sweep or shovel snow from steps and walks at building entrances and connected walks.
- Collect and bale waste paper.
- Lock and unlock doors to classrooms, lecture rooms, offices, etc.
- Clean and service lavatories, toilet rooms, and rest rooms.
- Clean and service smoking urns and ashtrays.
- Collect and place in containers for removal by truck debris removed from buildings.
- Wash all interior glasses, including partitions, framed pictures, doors, etc.
- Report items that require repair.
- All other relevant duties as assigned.

Physical Demands:
Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, bend and reach.

Work Environment:
The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.