

Classification Specification: Executive Housekeeper

Classification Number: 43131 Pay Grade: 26
Effective Date: September 27, 2013 Current Exemption Status: Nonexempt

Position Summary

Oversees the organization, functioning and appearance of the University President's residence. Coordinates events at the residence in collaboration with the Office of the President. Attends to the needs of all guests.

Essential/Primary Duties

- Coordinates the operation of all aspects of the upkeep of the University President's residence. Performs all routine and specific duties of housekeeping and upkeep of the property. Cleans on a daily basis. Schedules all routine and emergency building repairs. Maintains records of all preventative maintenance, including HVAC and appliance maintenance. Schedules monthly pest control and health and safety hazard inspections. Works with University trades and/or outside contractors as needed for property maintenance. Maintains confidentiality of household matters and assists in the security of household items as well as the entire property.
- Assists with events, receptions, dinners and pool parties, including coordinating with logistics for furniture removal and the set up of tables and chairs. Orders linens and supplies and any necessary equipment for each event. Provides direction to catering and any worker who helps with events. Sets up house for the event. Cleans and returns linens. Provides assistance to special overnight guests.
- Performs personal errands for President and family as requested.

Experience and Education

Experience

- Six months related experience required in housekeeping operations

Education

- High school diploma or GED required

Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

Outside contractors

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.