

Classification Specification: Executive Housekeeper

Classification Number: 43131 Pay Grade: 26
Effective Date: October 30, 2025 Current Exemption Status: Nonexempt

Position Summary

Oversees the organization, function, maintenance and presentation of University House, the official residence of the President. Provides secondary support regarding events and activities on the property, including logistical, staffing and pre-planning functions. Provides support to the residents of University House and their guests as appropriate.

Essential/Primary Duties

- Coordinates the operation of all aspects of University House, including daily tasks, preventative maintenance and seasonal projects.
- Performs all routine and specific duties of housekeeping to ensure a high quality of presentation and living environment.
- Performs custodial duties necessary to the care, cleaning and maintenance of the facility.
- Schedules all routine and emergency building repairs, pest control and health and safety hazard inspections.
- Maintains all records of operation, including maintaining inventories of goods, equipment, furniture and supplies.
- Collaborates and coordinates with staff in the planning, construction and campus operations areas to best position University House. Submits the appropriate work orders, as needed.
- Serves as a liaison to external vendors and internal campus partners related to property operations.
- Maintains confidentiality of household matters and assists with related and appropriate tasks.
- Assists with the secondary support regarding events and activities at University House by collaborating with staff in the Office of the President, including coordinating the logistics for furniture removal and pre-event set up, monitoring and addressing gaps of on-site event supplies and equipment, and assisting catering and other on-site staff during regular scheduled working hours. Assists with vendor management related to events and performs necessary follow-up and post-event coordination.
- Provides assistance to special overnight guests related to official business of the University.
- Completes related and appropriate tasks and projects for President and University Advocate, as requested.

Experience and Education

Experience

- Six months related experience required in custodial or housekeeping operations

Education

- High school diploma or GED required

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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.

Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Knowledge of basic computer and technology skills
- Ability to carry out verbal and/or written instructions and guidance
- Ability to effectively communicate
- Ability to be detail-oriented and highly accurate
- Ability to work in changing, complex and confidential environment
- Ability to coordinate or lead others in accomplishing work activities
- Ability to operate or use manual and powered custodial equipment
- Ability to work effectively in a team environment
- Ability to interact with students, faculty, staff, alumni and the public and represent BGSU appropriately

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.