

The University of Akron
Classification Specification

Job Title:	Supv Custodial & Housekeepng	Job Code:	45335
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	1/14

Job Summary:

Responsible for the overall cleaning of banquet/meeting space and surrounding public space in Quaker Station and Quaker Residence Hall lobby. Oversee care and cleaning of University Catering linens and kitchen uniforms.

Essential Functions:

50% Maintain Quaker Square Residence Hall and Quaker Station public space, including dusting, sweeping and mopping. Collaborate with Residence Life and Housing staff in oversight of lobby and common areas in coordination of large scale programs, events, and activities. Determine which services or tasks require outside assistance. Work in Web TMA.

20% Supervise laundry department. Work with banquet management to meet their needs at all times. Plan accordingly for weekly service as well as peak periods. Inspect equipment to insure maximum efficiency.

20% Special projects to Support Services.

10% Special projects to include contracting outside services for maintenance, housekeeping and repair, and other duties as assigned.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Valid driver's license.

Experience:

Requires a minimum of 2 years experience performing general housekeeping and/or laundry duties. Ability to lift and move supplies, equipment or furnishings required. Ability to read and understand warning signs required. Prior floor stripper, buffer and finisher experience preferred.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Occasional minor discomforts from exposure to less-than-optimal temperatures and air conditions. May involve occasional exposure to dust, fumes, or outside weather conditions, and/or frequent driving of a vehicle (50% or more of the time).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.