

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Lead Team Coord - Catering Maint	<b>Job Code:</b>	42445
<b>Job Function:</b>	Staff	<b>Grade:</b>	114
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	2000 Finance/Accounting Division	<b>Date:</b>	5/13

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**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.

20% Insure laundry is cleaned, folded, sorted, pressed, stored, and that par stocks are maintained. 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: Assist with banquet set-up. Dust and maintain Schumacher's Restaurant floors. Maintain corridor from lobby to tenant space. Support resident student arrival and departure days. Other duties as assigned by supervisor.

5% Contract carpet and window cleaning as needed.

5% Other duties as assigned.

**Education:**

Requires high school diploma or GED.

**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:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**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 50lbs. -- 75 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).

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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.