WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY

March 25, 2016

PERMANENT PART-TIME (30.0 hrs./week)

POSITION: EXECUTIVE HOUSEKEEPER (PRESIDENT’S HOUSE /FACILITIES MANAGEMENT)
(Class Code KA15/Building/Grounds Specialist III)

BAND: Band 03/Level 01

STARTING $16,113 minimum per year; qualifications and funding will determine

SALARY: actual salary

VACANCY: 201650

Minimum Training and Experience:
High school diploma and two years of general housekeeping experience preferred. Experience working as a housekeeper in a family home with children and pets highly desired. Valid driver’s license required.

Knowledge, Skills and Abilities:
General knowledge of the techniques and practices of residential cleaning and maintenance. Ability to understand and carry out oral and written instructions with limited supervision. Must possess good communication skills and be honest, dependable, discreet, and able to work occasional nights and weekends. Ability to establish and maintain effective working relationships. Capable of lifting up to 50 pounds and rearranging small furniture.

Specific Duties:
Reporting to the Director of Facilities Design and Development, the Executive Housekeeper organizes, cleans and maintains all living spaces at the President’s House, including exterior porches and walkways, in accordance with the needs of the President, his family and the University. Performs general housekeeping functions daily including but not limited to vacuuming, dusting, polishing, sweeping, mopping, loading/unloading the dishwasher, doing laundry, ironing, cleaning bathrooms, changing bed linens, and straightening up. Provides more comprehensive/deeper cleaning on a weekly/monthly basis. Reports maintenance issues to supervisor. Maintains inventory of cleaning and other household supplies. Assists with preparation and cleanup for special events. Accepts deliveries and greets maintenance workers. Transports children and pets, as needed. Cleans the Olde Stone House, its porch and walkways before and after special events, as required. Maintains strict confidentiality regarding the personal lives of the President and his family. Performs other related duties, as required, to support the President and his family in meeting their duties to the University.

To apply, access www.jobs.sc.gov to submit an on-line application no later than April 7, 2016

Winthrop University is an Equal Opportunity / Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply.