
Auburn University Job Description

Job Title:	Housekeeper	Level I	Grade 25 \$16,700 - \$27,800
Job Code:	NA18	Level II	Grade 26 \$18,400 - \$30,600
FLSA status:	Non-exempt		

Job Summary

Serves as the housekeeper and point of contact to the President's Home for contractors and visitors.

Essential Functions

1. Receives deliveries and service personnel at the President's Home.
2. Receives and records calls to the President's Home and informs family of these messages.
3. Performs cleaning in the President's Home to include but not limited to vacuuming, dusting, polishing, damp mopping, washing dishes, cleaning bed linens, bathrooms, office, etc.
4. Assists with the care of family pets.
5. Schedules and oversees vendors of contracted services such as, but not limited to, painting, repairing, carpet and furniture cleaning and service.
6. Coordinates and communicates with Special Events staff as well as other parts of the University, as appropriate.
7. Receives visitors and guests to the home, always ensuring the formal portion of the home is ready and presentable for drop-in guests.
8. Maintains the inventory of household supplies.
9. Provides ongoing care of fine china, silver, and crystal.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Duties require basic or advanced physical and mental skills and abilities, including use of small hand tools (i.e. vacuum, clothes washer and dryer, etc.) or other equipment and use of basic math and reading skills.	Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.	Less than 2 years of work experience.
II	Duties require basic or advanced physical and mental skills and abilities, including use of small hand tools (i.e. vacuum, clothes washer and dryer, etc.) or other equipment and use of basic math and reading skills.	Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.	Two or more years of work experience.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I Less than 2 years of work experience.

Level II Two or more years of work experience.

Focus of Education

Focus of Experience

Experience in custodial care techniques

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires reaching, stooping/kneeling/crouching/crawling, talking, hearing, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 7/20/2011
