JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Custodian / Housekeeper Supervisor

Job Code: 6684

Salary Grade: S07

FLSA Status: Non-Exempt

Job Family: Service/ Crafts/ Trades

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Responsible for the cleanliness and upkeep of assigned areas and supervise a designated staff of housekeepers and custodians. Performs tasks requiring good organizational skills.

- Plans work schedules, assigns, and directs work of staff and trains new employees.
- Keeps employee time records.
- Inspects areas to ensure that work is done properly.
- Orders necessary supplies and linens.
- Coordinates daily room inventory status with the front desk.
- Coordinates room décor.
- Reports needed repairs.
- Provides standard information about housekeeping and custodial policies and procedures.
- May perform custodial or housekeeping duties as necessary.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High school diploma or GED.

Experience:

Required: 18 months housekeeping or custodial experience, including 6 months supervisory.

Required Certifications or Licenses:

- Valid Driver's License

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to speak, read and write clear, concise English
- Ability to accurately read and understand written materials and instructions
- Uses tools or equipment in a manner requiring competence derived from previous training

Working Conditions

Physical:
Lifting and carrying loads up to 100 lbs. Prolonged standing and walking. Excessive use of arms in a back and forth motion. Excessive stooping and bending.

Environmental:
Exposure to odors and to disagreeable tasks or conditions. Exposure to hazardous chemicals. Occasional exposure to stressful situations. May require some weekend and/or overtime work. May be designated as an ¿essential position¿ during emergency closures. May be required to remain on campus overnight during, weather or other emergencies.

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