

## **Skutt Student Center Student Employee Job Descriptions**

***Title:*** Housekeeping Assistant

***Supervisor:*** Associate Manager of Operations

***General Summary:***

The housekeeping assistant is a part-time, temporary student employee. The housekeeping assistant helps the custodial staff with maintenance and housekeeping duties at the Skutt Student Center during normal operational hours.

***Pre-Requisites:***

1. Enrollment at Creighton University
2. A cumulative GPA of 2.0 or higher
3. Flexible work schedule

***Duties and Responsibilities:***

1. Sweep, dust mop, and vacuum the floors, stairways, and carpets
2. Spot clean windows, mirrors, and door glass
3. Pick up, empties, and wash trash receptacles as needed
4. Return supplies and equipment to custodial storage closets
5. Clean up as needed
6. Restock Cart
7. Clean patio furniture and patio trash cans and sweep as needed
8. Report building problems or out-of-order conditions to the manager on duty

***Expectations:***

1. Be responsible and fulfill duties even when under minimal supervision
2. Work at a fast pace
3. Follow instructions- written or oral
4. Work well with other employees
5. Be on time for every shift and give plenty of notice when expected to be late or sick
6. Keep entire building and all offices clean
7. Keep storage closets clean and organized
8. Practice proper chemical use and think of safety at all times
9. Occasionally help with setups and take downs when needed
10. Be aware of the current emergency procedures
11. Review MSDS and packaging before using a new product

***Knowledge, Skills, and Abilities:***

1. Eye for detail
2. Be able to lift over 50lbs
3. Work independently