Sul Ross State University
Position Description

Official Title: Housekeeper  
Salary Group: 1  
Job Code: 7518

Summary
Function: Provides full residential housekeeping services working independently within a framework of established guidelines.

Duties
Essential: Follows written and oral instructions concerning housekeeping duties; performs all routine housework including vacuuming, mopping, dusting, waxing, and scrubbing; responsible for laundry including washing and ironing; operates all household equipment; responsibilities in kitchen include cleaning and some cooking; answers telephone and takes messages. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Assists with occasional University social functions during evening hours and weekends.

Supervision
Received: Broad instructions from supervisor and work is reviewed periodically.

Given: None

Education
Required: Must be able to follow written and oral instructions in English.

Experience
Required: Housekeeping as a profession with at least one year experience.

Preferred: Prior housekeeping and cooking experience

Equipment/Skills
Required: Knowledge and ability to operate standard household equipment including kitchen and laundry facilities.

Preferred: None

Working Conditions
Usual: Indoor daytime conditions. Position is Security Sensitive.

Special: Hours will vary due to periodic evening and weekend functions.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: June, 1998