

**Office of Residence Life**  
**Assistant Housekeeper Position Description**



**POSITION SUMMARY**

This position is designed to assist with full-time Housekeeper coverage and is responsible for daily vacuuming of hallways/entryways, sweeping of stairwells, and general bathroom/public area cleanup on the weekends. Assistant Housekeepers are supervised by the Custodial Supervisor.

**70% - Weekdays**

1. Vacuum carpeting in hallways, front lobby, and entryways.
2. Sweep stairwells, spot clean railings and steps as needed.
3. Cleaning windows in residence hall common areas.
4. Other cleaning tasks assigned by the Custodial Supervisor .

**25% - Weekends**

1. Vacuum carpeting in hallways, front lobby, entryways, studies, game rooms, and computer labs.
2. Sweep stairwells (as late as possible in the evening).
3. Clean community bathrooms (cleanup any messes, clean mirrors / sinks / drinking fountains, remove hair from shower drains, empty sanitary napkin containers, empty garbage can, restock toilet paper and hand soap).
4. Clean Laundry Room (clean dryer lint traps, open washer doors, sweep floor, empty garbage can, and wipe up spills as needed).
5. Clean Kitchen (wipe down countertops, sink, microwave and stove, sweep floor, empty garbage can).
6. Empty garbage cans in public areas of building (front lobby, studies, game room, computer room, TV room, etc.).
7. Remove trash from building to outside dumpsters.

**5% - Miscellaneous Duties**

1. Shovel / remove snow and ice from entrance sidewalks, steps and ramps. Apply ice melt product as needed.
2. Cleanup any bodily fluids as encountered.
3. Perform other duties as assigned by the Custodial Supervisor.

**Note:** Must be able to bend, twist, stoop, reach and do repetitive work.

### **Additional information about the Assistant Housekeeper position:**

- **Period of Employment.** This is an academic year appointment, extending until the end of the spring semester.
- **Student Teaching, Outside Job, Extracurriculars, and/or Internship.** The AHK appointment is for the entire academic year; therefore, any applicant or re-applicant who is considering a request for any other type of internship, fieldwork, clinical experience or any other activity which requires a major time commitment while employed as AHK must be submitted in writing to their supervisor.
- **Remuneration.** AHKs will be compensated at a \$7.50/hour rate for the academic year.
- **Work Schedule.** The AHK position involves regular weekly work in the residence halls as well as weekend responsibilities on a rotating basis.
- **Behavioral Expectations and Role Modeling.** AHKs are expected to uphold and model proper behavior. Behavior, either intentional or un-intentional, that is improper or has a negative impact on work will be evaluated by your supervisor on a continual basis, and may result in dismissal.
- **Training and Meetings.** AHKs are required to attend and participate in all trainings and meetings as determined by their supervisor. If a conflict arises and the AHK is unable to attend the required sessions or meetings, advanced notification must be submitted for approval by the Custodial Supervisor.
- **Criminal Background Check.** Employment will require a criminal background check. A pending criminal charge or conviction will not necessarily disqualify an applicant. In compliance with the Wisconsin Fair Employment Act, the University of Wisconsin-La Crosse does not discriminate on the basis of arrest or conviction record.