

# The Southern Baptist Theological Seminary

## Position Description

**Position Title:** Housekeeper

**Department:** Legacy Center

**Position Code:** K0509

**Date Prepared:** 5/13/09

**FLSA Status:**  Exempt  Non-Exempt

Full Time: Yes  No

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### **JOB SUMMARY:**

The Custodian provides daily cleaning services for The Legacy Center.

### **ESSENTIAL JOB FUNCTIONS:**

The employee in this position will have the following essential job functions:

- Works flexible hours and, when necessary, long hours. Evening, weekend and holiday hours are typical.
- Clean guest rooms including vacuuming, changing linens, dusting, windows, carpet bathrooms.
- Clean public areas such as lobby, walkways, restrooms and conference areas.
- Pick up paper and other debris from grounds.
- Empty trash and take to dumpster.
- Minor maintenance such as light bulb replacement.
- Assist guests as necessary.

Performs other duties as may be assigned by supervisor.

### **EDUCATION:**

The person in this position requires no specific education.

### **EXPERIENCE:**

Experience is preferred but not required.

### **SUPERVISION:**

The person in this position will supervise no one.

The person in this position will report to the Housekeeping Supervisor.

**WORK ENVIRONMENT:**

The person in this position will be exposed daily to cleaning chemicals, machinery and moving parts. Will involve intermittently sitting, standing or stooping, generally standing and walking, lifting light objects regularly (less than 25 pounds), lifting heavy objects on occasion (more than 25 pounds), performed between guest rooms and outside regardless of weather.

**EQUIPMENT:**

The person in this position will use the following equipment: commercial dryer, commercial washer, vacuum, and other cleaning equipment as needed.