

Position Title: Conferences, Events, & Catering Assistant (Housekeeping)
Department: Conferences, Events, & Catering
Division: Administration & Finance
Location: 1801 E. Cotati Avenue - Viognier
Phone Number: (707) 664-3102
Supervisor Title: Administrative Project Manager, Entrepreneurial Activities

Position Summary

The Housekeeping Assistant will be working with a team of students and staff to manage the day-to-day operation of the Summer Conferences program. This position will carry on through the summer months. The main purpose will be to serve as a resource for the execution of all housekeeping duties. Responsibility will be given to you to maintain clean rooms, customer service, and to continually improve facility operations. These expectations are to be carried out 24-7.

Skill & Abilities

- Team oriented with strong communication skills
- Must be reliable, responsible, and collaborative
- Able to work under pressure while maintaining a positive and enthusiastic attitude
- Strong commitment to customer service
- Physical labor is required, ability to lift a minimum of 35 lbs
- Ability to analyze information and problem solve

Qualifications

- Must attend all training sessions and participate in weekly staff meetings
- Ability to be flexible in work hours including nights and weekends
- Punctuality
- Ability to work independently
- Professional Manner and Positive Attitude
- Ability to read a map

Main Focus Area

- Ability to clean up to established standards
- Effectively and efficiently communicate with team and leads
- Basic knowledge of household cleaning products
- Complete other duties as assigned

Salary & Benefits:

- The position will start at \$10.00/hour
- Expect 30 hrs/week through the summer
- Working in a team environment
- Rewarding personal and professional growth experiences

Physical & Mental Demands:

<input checked="" type="checkbox"/> Standing/Walking	<input checked="" type="checkbox"/> Pushing/Pulling	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Detailed Work
<input checked="" type="checkbox"/> Lifting/Carrying	<input checked="" type="checkbox"/> Reading/Writing	<input checked="" type="checkbox"/> Driving	<input checked="" type="checkbox"/> Frequent Deadlines
<input checked="" type="checkbox"/> Reaching/Climbing	<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Frequent Interruptions	<input checked="" type="checkbox"/> Irregular Work schedule
<input checked="" type="checkbox"/> Squatting/Kneeling	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Contact with People	<input checked="" type="checkbox"/> Concurrent Tasks

Exposed to:

<input checked="" type="checkbox"/> Noise	<input checked="" type="checkbox"/> Human tissue/Fluid	<input checked="" type="checkbox"/> Heat/Cold	<input checked="" type="checkbox"/> Fumes/Gases
<input checked="" type="checkbox"/> Chemical	<input checked="" type="checkbox"/> Animal Tissues/Fluid	<input checked="" type="checkbox"/> Dirt	<input type="checkbox"/> Carcinogens

Student Name: _____

Signature: _____

Date: _____