

Conference Services Housekeeping Supervisor

Position	Student Assistant C, \$9.50/hr
Supervisor Name	Amber Cagwin, 474-5846, fnacc@uaf.edu
Requisition Number	0057056
Employment Type	Student
Review Date	February 11, 2009
Closing Date	Open until filled
Expected Hire Date	March 30 – May 9, part time, May 12– September 3, 2009 full time

Job Posting Summary

Conference Services at UAF works with over 5,000 people of various ages from around the world associated with over 60 groups each summer. Conference Services provides housing accommodations in the Residence Halls, Student Apartments, and other guest residences on campus. Conference Services also coordinates conferences and events, schedules meeting spaces, coordinates meals with Dining Services, all as needed by each group that visits campus.

The Conference Services Office operates 24 hrs, 7 days each week from mid-May to early September.

Housekeeping & General Labor Supervisors oversee our crew members, and ensure the cleanliness of our facilities for our guests prior to and during their stay. Crew leads are responsible for the final check of rooms prior to guest check-in, entering the information for clean rooms into the computer system, and communicating with the Conference Services Office staff the status of guest rooms or projects. Supervisors also assist with general labor for the department, and work on special projects to improve our facilities and services. Successful applicants for our Housekeeping & General Labor Crew should enjoy being part of a diverse team and interacting with guests of various ages from around the world.

Work Hours:

- To be arranged by Conference Services Manager, part time (5-10 hours) March 30 - May 9, and full time (40 hours per week) May 12-September 3, 2009.
- Applicants must be available for training April 1-May 10, about 5-10 hours each week, and May 12-19 8am-7pm, and assigned shift times beginning May 17-September 3, 2009.
- Applicants must be available to work for entire job duration. Shift times are 8am-7pm, 4 days each week.
- Vacation requests must be received by May 21, and will be granted on a "first come" basis. Written response will be given within 72 hours, as requests are not always granted.
- If you anticipate having to leave the job prior to September 3 for reasons such as being an orientation leader, fall employment that begins prior to September 3, or transferring to another school, you must notify the Conference Services Manager as soon as possible to allow for planning around the absence.
- During times with increased work load, time off will not be given, and all staff may be requested to work. Those dates include but are not limited to: May 12-24, June 23-25, June, June 27-29, July 11-12, July 17-19, August 2-3, and August 21-September 3. Additional dates may be added as needed.

Additional Benefit:

- Housing benefit of a double shared room in Bartlett, the value of which can be applied to any summer campus housing, including Wickersham or family, graduate and non-traditional student apartments. Housing benefit is contingent upon satisfactory work performance and completion of work for the entire job duration. Scholarship will be applied at the beginning of the summer. If position is vacated early, entire benefit may be removed.

Knowledge, skills and abilities required for this position.	<ul style="list-style-type: none"> - UA Student enrolled for at least 6 credit hours for Spring 2008, Summer 2008, OR accepted and/or enrolled for Fall 2008. Minimum 2.0 cumulative GPA at time of application. - Ability to work without supervision, be a self-starter able to multi-task, follow through and pay attention to details. - Ability to work individually and with a team. - Communicate clearly with co-workers and guests of diverse populations. - Make independent decisions and judgments. - Ability to lift 40 lbs. - Ability to climb stairs and perform routine manual tasks. - Ability to use or learn to use equipment necessary to the job. - Must be familiar with PC's. - Must possess and maintain a valid Alaska driver's license with clean driving record.
Typical education or training required for this position (including licenses).	<ul style="list-style-type: none"> - Valid driver's license with clean driving record required. - Demonstrated education and experience sufficient to perform the responsibilities of the position and to have acquired the necessary skill and abilities.
Length of time and type of experience required for this position.	<ul style="list-style-type: none"> - Prior experience as a supervisor preferred - Prior training experience preferred - Prior painting, custodial, or customer service experience preferred - Prior experience with floor buffers, carpet shampoo machines, lawn care equipment, power tools and large vehicles preferred. - Must be available for ALL training dates (April 1-May 10, about 5-10 hours per week, May 12-19; 8am to 7pm each day), be able to work entire job duration, have a flexible schedule, be able to work at least one weekend day with some evenings possible.
Posting date:	1/28/2009
Review Date	2/11/2009
Closing date:	Open Until Filled
Special instructions to applicants	Please attach a resume, cover letter, and the names and contact information of 2 references (at least one professional reference). If you do not have a resume, you may download the resume templates on the "attach documents" page. If you have difficulty applying for this position you may contact UAF Human Resources @ 474-7700.
Required applicant documents:	<ul style="list-style-type: none"> Resume Cover Letter References

Typical Duties:

- Reports to Conference Services Manager, may also work with Assistant Director and Building Services Coordinator.
- Supervise student labor crew in all job responsibilities
- Track and log all housing work requests, crew work hours, assignments, and completed tasks
- Provide crew with necessary materials and supplies to perform assigned tasks
- Train crew with proper and safe cleaning methods
- Maintain clean, organized work area and appropriate inventory for assigned tasks
- Check housing vehicles for routine maintenance on regular schedule
- Use independent judgment to prioritize assigned tasks
- Report crew personnel issues to supervisor
- Enter various housing information into Conference Programmer, Excel and Word on the computers in the Conference Services office.
- Other duties as assigned.

