

Sul Ross State University
Position Description

Official Title: House Coordinator (University President's Residence)

Job Code: 7513

Salary Group: 5 (\$25,000/yr)

Summary: The House Coordinator serves as a member of the President's personal staff and is responsible for maintaining the President's Residence and Office in a clean, orderly condition through the performance of general housekeeping duties. The House Coordinator also assists the President's office staff and President's spouse with social functions held at the President's residence or on the grounds of the residence.

Scope: Coordinates and/or performs housekeeping duties including but not limited to scheduling work with Physical Plant, ensuring the office and the house are ready for visitors and events, and assisting with meetings or events as needed. Receives tradesmen whether university or otherwise and directs or instructs them as necessary. Works under limited supervision with moderate latitude for the use of initiative and independent judgment including ensuring the house is safeguarded when repair work is in progress. Employee is subject to daily changes in assignments and work is reviewed periodically by observation of results obtained. Meets regularly with President's Office staff.

Duties:

Essential: Performs general housekeeping duties such as sweeping, mopping, dusting, vacuuming, ironing, washing dishes, washing clothes, cleaning windows, delivering and pick up of dry cleaned items for the house, polishes serving ware and dinnerware, polishing furniture, waxing floors, cleaning bathrooms, making beds, trash removal, recycling, monitors supplies for the house, works with grounds personnel, setting the table, coordinates for repair work as needed, and coordinates clean up after social functions. The coordinator may be required to assist in the kitchen and elsewhere during social functions as directed by the President or the President's spouse or President's office staff. Performs other related duties as assigned.

Non-Essential: May be responsible for reporting building security matters.

Supervision

Received: Receives general supervision from President's Household and President's Office Staff. Reports to the Executive Assistant to the president.

Education

High School Diploma or equivalent.

Experience

Required: Four years related experience.

Working Conditions

Ability to work long hours while standing and to withstand the physical strain of cleaning work. Physical ability to perform a variety of routing manual tasks in the care, cleaning, and general maintenance of buildings and equipment.

Position is Security Sensitive.

Date: September 2014