



01/07/10

POSITION ANNOUNCEMENT

#605

TITLE: HOUSEKEEPER
DEPARTMENT: EL DORADO RANCH
HOURS: 40 hours per week; 6:30 a.m.-3:30 p.m.
Some weekends & evening required
STARTING SALARY: Pay commensurate with experience,
Compensated overtime

POSITION SUMMARY:

The Housekeeper will ensure that all assigned areas of El Dorado Ranch, the President's residence, are clean, neat, and tidy; prepare and serve certain meals, wash and iron laundry, run errands and do grocery shopping as needed or requested by the President and his spouse. Assist in preparing for receptions, dinners, meetings, and other special functions as required, and notify the Staff Assistant to the President when repairs need to be made at the house.

RESPONSIBILITIES:

1. In accordance with procedures and Health code standards, clean all rooms at the El Dorado Ranch with the appropriate products and equipment.
2. Clean and maintain flooring, carpeting, hallways, stairs, and elevator using the appropriate equipment and products.
3. Clean, dust and polish furniture in all rooms of El Dorado Ranch at least once weekly or as required.
4. Clean all kitchen appliances, counters, cabinets and equipment per procedure with the appropriate products and equipment.
5. Change the linens as required and maintain the linens and the linen closet.
6. Purchase required food for the resident's use and for official function, store as recommended and maintain inventory at appropriate levels.
7. Prepare and serve meals as scheduled or requested.
8. Replace paper products and empty trash receptacles daily throughout El Dorado Ranch.
9. Take weekly inventories of supplies and household items and maintain appropriate levels.
10. Run errands as needed or requested.
11. Answer phone, take messages and greet visitors to El Dorado Ranch as appropriate.
12. Work with the Staff Assistant to the President and Campus Dining to assist with the set-ups for scheduled functions at the Ranch as requested.
13. Maintain Petty cash and provide required receipts to the appropriate individuals.
14. Bi-weekly prepare attendance time sheets for self and the other ASC employee and ensure the time sheets are taken to the President's office for approval.
15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Minimum of 2 years experience as a housekeeper for a Chief Executive Officer of a University/business in a family setting.
2. Experience with the use and care of household chemicals and equipment such as automatic scrubbers, buffing machines, etc.
3. Ironing skills and knowledge for maximum temperatures for various types of materials.
4. Knowledge and ability to physically perform all types of housekeeping functions.
5. Knowledge/experience of basic cooking procedures and the ability to prepare meals from instructions and menus.
6. Ability to communicate effectively and appropriately and maintain confidentiality of records and information.
7. Ability to interact effectively and appropriately with diverse populations, University community and the public.
8. Must be reliable, prompt and have own transportation.
9. Must have a valid California Driver's License.

EDUCATION:

High School graduate or equivalent

**APPLICATION
PROCEDURE:****Submit application/resumes to:**

CSU Fullerton Auxiliary Services Corporation (ASC)
Human Resources Department
2600 E. Nutwood Ave., Suite 275
Fullerton, CA 92831

Fax to: 657- 278-1187

E-Mail-grusso@fullerton.edu

**APPLICATION
DEADLINE:**

Friday, January 22, 2010

***CSU FULLERTON AUXILIARY SERVICES CORPORATION IS AN AFFIRMATIVE
ACTION/EQUAL OPPORTUNITY EMPLOYER***