

# Convention Center Authority

**Class Title: Convention Center Housekeeping**

<b>Class #:</b>	06545
<b>Salary Grade:</b>	CA 01
<b>Effective Date:</b>	7/1/2008
<b>Revision Date:</b>	

<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt
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<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
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**Indicate Employee Type**

<input type="radio"/> Administration
<input type="radio"/> Sales/Marketing
<input type="radio"/> Event & Facility Operations
<input type="radio"/> Event Services
<input type="radio"/> Communications
<input type="radio"/> Building Services
<input checked="" type="radio"/> Facility Services
<input type="radio"/> Safety

**POSITION SUMMARY:** In a few sentences, briefly describe the primary function and purpose of position.  
*(Please note: Due to space constraints, remember to be brief as too much text may cause words to shrink beyond recognition).*

Under the direction of the Housekeeping Supervisor, is responsible for maintaining cleanliness of all public and back of house areas including offices, terraces, and building exterior perimeter; must demonstrate willingness to interact with all staff and patrons using tact and courtesy and present a professional, business like image to customers, prospects, and the public. Possess the skills necessary to work unsupervised and act as lead in the absence of supervisor.

**PRINCIPAL POSITION RESPONSIBILITIES/DUTIES:** Below is a list of ten major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions. Also identified is how critical the task is to the position, with 1 being the least important, 5 being the most important.

RESPONSIBILITIES/DUTIES	
1.	Maintain Facility Cleanliness
2.	Housekeeping Detail Projects
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	Perform additional duties as assigned.

**Job Evaluation Factors (Check all that apply)**

<b>Formal Education</b> <small>(Minimum Required)</small>	<input checked="" type="checkbox"/> H.S Diploma or GED preferred <input type="checkbox"/> Vocational or Technical School required <input type="checkbox"/> Associate's Degree preferred	<input type="checkbox"/> Bachelor's Degree preferred <input type="checkbox"/> Education/Experience Equivalent
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<b>Minimum Experience</b> <small>(Minimum Required)</small>	<input checked="" type="checkbox"/> None <input type="checkbox"/> One to three years <input type="checkbox"/> Three to five years
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<b>Impact On Budget</b>	<input checked="" type="checkbox"/> None <input type="checkbox"/> Contributory <input type="checkbox"/> Direct
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<b>Decision Making</b> <small>(level of direction &amp; supervision)</small>	<input checked="" type="checkbox"/> Little independent judgment required <input type="checkbox"/> Judgement/discretion to make independent decisions <input type="checkbox"/> Establish Policy & Procedures
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<b>Problem Solving</b> <small>(Typical level encountered over extensive period of time)</small>	<input checked="" type="checkbox"/> By reporting and/or talking to supervisor <input type="checkbox"/> Choices defined in standard work procedures/policies <input type="checkbox"/> Methods chosen before in similar situations <input type="checkbox"/> Identification and analysis of diverse problems <input type="checkbox"/> Complex, varied and only mildly related to those seen before <input type="checkbox"/> Requires understanding/evaluation of impact upon the NCC.
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<b>Internal Contacts</b> <small>(Typical level encountered over extensive period of time)</small>	<input type="checkbox"/>	Little or no contact with other departments/employees/clients
	<input checked="" type="checkbox"/>	Regular contact with other departments/employees/clients
	<input type="checkbox"/>	Continuing contacts involving difficult formal negotiations

<b>External Contacts</b>	<input checked="" type="checkbox"/>	External communication is minimal
	<input type="checkbox"/>	Regular contact with outside agencies & general public
	<input type="checkbox"/>	Regular external contacts to explain specialized matters, <i>occasionally</i> to enforce policies
	<input type="checkbox"/>	Regular contact to carry out programs; continuing contact with officials at higher levels
	<input type="checkbox"/>	Regular external contacts, with <i>continuing</i> personal contact to enforce policies
	<input type="checkbox"/>	Continuing external contacts involving difficult formal negotiations
	<input type="checkbox"/>	Effectively deal with diverse groups and organizations

<b>Supervisory Responsibility</b> <small>(Typical level encountered over extensive period of time)</small>	<input type="checkbox"/>	None
	<input checked="" type="checkbox"/>	Authority limited to direction of temporary employees only
	<input type="checkbox"/>	Orient/train others; may act in a lead capacity
	<input type="checkbox"/>	Provide leadership/direction to staff on event related issues
	<input type="checkbox"/>	Supervise multiple functions, with full responsibility for effective operation & results
		Overall responsibility to provide direction and guidance Number of Direct Reports: 0

<b>Job-Related Knowledge</b> <small>(knowledge of...)</small>	<input checked="" type="checkbox"/>	Basic skills In oral/written communication	<input type="checkbox"/>	Marketing principles
	<input type="checkbox"/>	NCC Policy & Procedures	<input type="checkbox"/>	Skills/methods for job performance
	<input type="checkbox"/>	Purpose of job functions	<input type="checkbox"/>	Administrative principles/practices.
	<input type="checkbox"/>	Facility/financial management	<input type="checkbox"/>	Building safety/regulations
	<input type="checkbox"/>	Techniques/procedures for events	<input type="checkbox"/>	Computer hardware/software systems
	<input type="checkbox"/>	Laws/ordinances/rules affecting operation	<input type="checkbox"/>	Public facility management
	<input type="checkbox"/>	Management/administrative/supervisory principles and practices		

<b>Innovation / Creativity</b> <small>(Results Impact...) (Degree job requires developing, improving, procedures, policies, systems, etc).</small>	<input checked="" type="checkbox"/>	Delivery of service to customers/clients
	<input type="checkbox"/>	Department/division within the NCC only
	<input type="checkbox"/>	NCC as a whole
	<input type="checkbox"/>	Creativity skills required (document design)

**WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)**

**Working Conditions**

**Physical Effort**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Office, computer room              | <input type="checkbox"/> High noise environment                         | <input type="checkbox"/> Typically sitting at a desk or table     | <input checked="" type="checkbox"/> Lifting 11-25 lbs   |
| <input checked="" type="checkbox"/> Storage Room            | <input checked="" type="checkbox"/> High dust, dirt, grease environment | <input checked="" type="checkbox"/> Typically standing or walking | <input type="checkbox"/> Lifting 25 lbs or more         |
| <input checked="" type="checkbox"/> Flexible work schedules | <input checked="" type="checkbox"/> Exposure to moving machinery        | <input checked="" type="checkbox"/> Bending, crouching, stooping  | <input checked="" type="checkbox"/> Using Power Tools   |
| <input type="checkbox"/> On-Call (Cell Phone)               | <input checked="" type="checkbox"/> Exposure to chemicals               | <input type="checkbox"/> Running, climbing                        | <input checked="" type="checkbox"/> Using Pallet Jack   |
| <input type="checkbox"/> Travel Required                    | <input checked="" type="checkbox"/> Outdoor exposure to weather         | <input type="checkbox"/> Intermittently sitting/standing/walkin   | <input checked="" type="checkbox"/> Using Utility Carts |
| <input checked="" type="checkbox"/> Exposure to Customers   | <input checked="" type="checkbox"/> Requires Pre-Employment Physical    | <input checked="" type="checkbox"/> Climbing ladders/scaffolds    | <input type="checkbox"/> Using Forklift                 |
|   |   | <input type="checkbox"/> Lifting 10 lbs or less                   | <input type="checkbox"/> Driving NCC Vehicle            |

**Team Member Print Name/Date** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I have read and understand the job requirements.**

**Team Member's Signatur** \_\_\_\_\_

**Supervisor Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Copies to:** Team Member  
Department Director  
Personnel File

<b>For HR Use Only (Do not write below this line):</b>
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