

Warren Wilson College

Position Description

POSITION TITLE: Assistant Supervisor, Building Services for Residence Hall Maintenance

DEPARTMENT: Building Services

REPORTS TO: Supervisor of Building Services

POSITION SUMMARY:

The Residence Hall Building Services Assistant Supervisor will be responsible for all custodial services for Student Residences. During Fall, Winter, Spring and Summer breaks, performs any and all building services for any and all campus buildings as needed to meet the campus needs. He or she serves as the Student Life Liaison.

SPECIFIC RESPONSIBILITIES:

1. Trains, supervises and works with student work crews to ensure that general and deep cleaning of all interior common areas, cleaning closets, windows, laundry rooms, bathrooms, etc., for all residence halls is conducted on a on a daily basis. Although the Assistant is not responsible for kitchen cleaning, he or she may shuts down a kitchen when health and/or safety is compromised.
2. Ensures the recycling sheds are cleaned and maintained. Keeps the shed interiors and exteriors completely free of debris and properly maintained. Performs minor repairs to shed, or issues work orders for major repairs.
3. Ensures that all exterior areas are cleaned and swept free of debris, keeps all furniture in designated spaces, weeds all areas surrounding the buildings, picks up any trash, keep walkways and doormats clean. Reports missing furniture to the appropriate RD.
4. Performs carpet and wood floor care.
5. Works with Student Life, Residence Life, RD's and RA's to establish levels of protocols for addressing problems related to excessive student messes both inside and outside the buildings.
6. Assures that dorm housekeeping supplies, paper products, hand soap, etc., are stocked and replenished 7 days a week.
7. Performs minor repairs to residence hall buildings including hanging of dispensers, towel racks, and minor repair of furniture.
8. Generates work orders for all repairs to common interior and exterior areas.
9. Coordinates all storage of furniture within the building.
10. At the start of the school year, works with the Student Life, RD's and RA's for storage the garage sale.

Fall and Spring Breaks:

1. Ensures that deep cleaning is performed in all residence hall common areas.
2. Assists in any other building services work needed across the campus.

Winter Breaks:

1. Supervises room cleanup required for MFA students. Issues necessary work orders to have furniture and room damage repaired, and performs necessary deep cleaning of the rooms.
2. Performs deep cleaning in all common areas.
3. Ensures dorm rooms for new incoming students (empty rooms only) are repaired and clean before new occupants arrive.
4. Assists in any other building services work needed across the campus.

Summer Break:

1. Serves as lead supervisor for residence hall cleaning during the summer, and supervising additional contracted crews for this purpose, including the student dorm occupied by students during the summer.
2. Assists in any other building services work needed across the campus.

Other Building Services:

Other responsibilities include, but are not limited to:

1. Setups and teardowns for special events.
2. Assists as needed for special events such as Homecoming and Graduation.
3. Performing/overseeing vacuum repairs.
4. Performing/overseeing furniture and equipment moves.

WORKING CONDITIONS:

Must be able to drive appropriate maintenance vehicle, and load and off-load maintenance equipment and tools.

QUALIFICATIONS:

1. Minimum of two years supervisory experience, preferably supervising young people.
2. Must be able to lift up to 50 pounds.
3. Basic knowledge of carpet and hard floor cleaning and maintenance.
4. Knowledge of proper chemical usage and safety precautions.
5. Knowledge of proper floor care and equipment use.