**Pittsburg State University**

**Job Description**

**House Manager (G0N112)**

**FLSA Status:** Non-Exempt  
**Grade: 005 Hourly Staff**

**Job Family:** Campus Operations and Services  
**Career Ladder: Custodian 3**

**Updated: 4/24/2019**

***The Job Description is the document used to assign positions to jobs. The Position Description is the document that provide details about a position that has been assigned to the job. The Position Description includes specific duties performed by the employee on the position, including the percentage of time duties are performed. The Position Description also identifies preferred education and experience and competencies (knowledge skills and abilities) in addition to those identified in the Job Description. Details in the Position Description are used to assess the performance of the employee assigned to the position.***

**General Description of Job – Purpose and Function**

*The information in this section includes the primary function of the job (what positions assigned to the job must accomplish) and the major objective (why that function is performed). Additional information may be added in the Position Description. The information will be used in the posting when the position is advertised.*

**Primary Function:** The primary function of the House Manager job is to oversee the operations of the Crossland University House.

**Supervision and Instruction Received:** Positions assigned to the House Manager job typically report to the Assistant to the President but may also report to a supervisor with a different job. Instruction received is under general direction. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additional, specific instructions are given for new, difficult, or unusual assignments. The employee uses initiative in carrying out a variety of recurring duties within established policy guidelines. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.

**Interactions (purpose, with whom, frequency):** Employees frequently interact with students, staff, faculty, campus visitors and the public who visit campus and occupy assigned work areas.

**Examples of Essential Duties and Responsibilities**

*The following are examples of essential duties and responsibilities that may be required for a position assigned to this job. Specific duties and the percentage of time performed are found in the Position Description for the position assigned to this job.*

1. Performs general upkeep of the interior and exterior of the Crossland University House.
2. Assisting the President and his/her spouse in determining items that are needed to aid in the function of the House, including researching items, relaying information for purchase to the President’s office, and accepting items from vendors.
3. Work with the President, the President’s spouse, the Assistant to the President, and other relevant office to plan, implement, and evaluate university events held at the House.
4. Monitoring the condition of the House for routine maintenance and repairs.
5. Assisting in supporting the work of the President and his/her spouse and in particular, assisting them in using the House as a resource in building and strengthening relations that benefit the University.
6. Perform any other related duties as required or assigned.

**Leadership, Supervisory or Management Responsibilities**

Mark an “X” next to the one statement which best describes the job, if applicable.

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| --- | --- |
|  | Lead worker (assigns, trains, schedules, oversees, or reviews the work of others) |
|  | Supervisor (plans, staffs, evaluates and directs work of employees in a work unit) |
|  | Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers) |

The number of employees led, supervised, or managed is included in the position description.

**Minimum Education and Experience – Required at Hire**

*The following minimum education and experience is required at time of hire. Addition education and experience may be preferred. Preferred education and experience is identified in the Position Description.*

* High school diploma or equivalent.
* Two years of experience in custodial work.
* Prior experience in assisting with events and special projects.

**Examples of Competencies – Knowledge, Skills and Abilities (KSA’s):**

*The competencies listed below are representative of the knowledge, skill, and/or ability that may be required. Specific competencies and frequency performed are found in the Position Description for the position assigned to this job.*

* Use close vision and be able to focus – Regularly.
* Talk and hear – Regularly.
* Sit, stand and bend at the knee and waist, walk, lift, twist, pull and push – Regularly.
* Climb tall ladders – Occasionally.
* Move furniture – Occasionally.
* Ability to operate telephone and basic computer skills- Regularly.
* Perform repetitive wrist, hand and/or finger movement – Regularly.
* Stand and walk for extended periods – Regularly.
* Physical stamina to clean buildings and facilities, including outdoor space – Regularly.
* Work with various cleaning solutions – Regularly.

**Environmental Conditions (Hazards, Risks or Discomforts)**

*The environment conditions listed below are representative of the environmental conditions that may be present for a position assigned to this job. Environmental conditions for a position are found in the Position Description for the position assigned to this job.*

* Position requires work inside and outside buildings and facilities.
* May be exposed to moderate noise levels.
* May work on wet surfaces.
* Must use chemicals.
* May need to use and climb high ladders.

**Equipment or Machines Used**

*The following are examples of equipment or machines that may be regularly used to perform the duties of the position. Specific equipment and the frequency used is found in the Position Description for the position assigned to this job.*

* General housekeeping equipment such as vacuums, window washing systems, automatic sweepers
* High powered cleaning tools such as a high speed floor polisher, automatic scrubbers, turbo blowers

**License or Certification Required by Statute or Regulation**

*List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire.*

* None

**Additional Requirements**

*The following are examples of additional requirements that may be required to perform the duties of the position. Additional requirements for a position are found in the Position Description for the position assigned to this job.*

* Blood Borne cleaning and disposal of all waste products.
* Regular attendance is a necessary and essential function
* Must be able to work on evening and weekends regularly.
* Satisfactory Pre-Hire Background Checks Required:
  + Sex Offender Registry Check
  + Criminal Record

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