

Alerus Center
Grand Forks, North Dakota
JOB DESCRIPTION

Job Title: Housekeeping/Event/Non-Event/Post-Event
Department: Operations
Reports To: Housekeeping Crew Leader
FLSA Status: Hourly, Part time
Prepared By: Jeremy Linstad
Prepared Date: 09-26-13
Approved By: Cheryl Swanson/Jeremy Linstad
Approved Date: 09-26-13

Summary

Housekeeping personnel are an information center who shall be responsible for cleaning and maintaining needs of facility.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Maintains clean and well stocked restrooms.
2. Responsible for keeping all areas in a safe, clean condition.
3. Performs custodial duties after events.
4. Keeps outside areas and front entrance clean and trash picked up.
5. Assists in outside maintenance such as snow and ice removal.
6. Other duties as assigned by supervisor.
7. During events, constantly walks the facility, with broom and dustpan, looking for trash and/or spills.
8. Assists with conversion duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read, speak and understand English.

Physical Demands

Physical strength required performing assigned tasks. Also must be able to climb up and down stairs. Employees must regularly lift and/or move up to 25 lbs. And occasionally lift and/or move up to 100lbs.

Work Demands

Able to work flexible schedule including evenings, weekends, and holidays.