UNIVERSITY OF SOUTHERN CALIFORNIA

Steward (Union)

Job Code: 143140

OT Eligible: Yes

Comp Approval: 5/27/2015

JOB SUMMARY:
Performs daily maintenance duties. Maintains the cleanliness of the dining facility, both front and back of the house, as directed.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________</td>
<td>Provide customer services to faculty, staff, students and guests.</td>
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<tr>
<td>__________</td>
<td>Maintain cleanliness of facilities, equipment, tools, utensils, etc., including floor waxing, floor scrubbing and carpet cleaning. Performs safe handling procedures for all chemicals related to job duties.</td>
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<tr>
<td>__________</td>
<td>Maintain perpetual inventories of maintenance supplies under the supervision of management.</td>
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<tr>
<td>__________</td>
<td>Perform general maintenance work.</td>
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<tr>
<td>__________</td>
<td>Assist in kitchen sanitation program. Complies with standard food handling and sanitation procedures.</td>
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<tr>
<td>__________</td>
<td>Adheres to department service standards and to all health, safety and university rules and regulations.</td>
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<td>__________</td>
<td>Attends and participates in meetings as required.</td>
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<tr>
<td>__________</td>
<td>Reports to station, ready to work at the time work assignment is scheduled to begin.</td>
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</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No

[ ] Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university's Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Less than high school

**Minimum Experience:**

0 - 6 months

**Minimum Field of Expertise:**

Demonstrated customer service experience. Experience working in a fast paced working environment. Knowledge of all cleaning methods, materials, and equipment. Knowledge of the operation of all mechanical cleaning equipment. Knowledge of general maintenance repair work. Ability to effectively communicate in English. Ability to lift up to 75 lbs.

**Preferred Education:**

High school or equivalent

**Preferred Experience:**

1 year

**Preferred Field of Expertise:**

One year in a restaurant/high volume banquet and catering operation.

**Skills: Other:**

Communication -- written and oral skills

**Skills: Specialized Equipment:**

Dishwasher
Food grinders and disposals
Pressure washer
Shampoo machine
Steam machine
Vacuum cleaner
Wax/buffing/stripper machine

**Skills: Trade/Auxiliary:**

Basic cleaning
Clean carpets
Customer service
Maintain inventories
Perform general maintenance repair work for equipment and/or facilities
Serve customers
Understand and apply policies and procedures
Use and or operate various stationary machinery, vacuum cleaners, shampooers, and waxing machines
Wax floors

**Supervises: Level:**

May oversee student, temporary and/or resource workers.

**Comments:**

Must have flexible schedule; able to work any shift as assigned. Understands that regular attendance and punctuality is expected of all employees. Must successfully complete ServeSafe certification. Must have valid California Food Handler Card or obtain card within first 30 days of hire.
SIGNATURES:

Employee: _______________________________ Date: _____________________________
Supervisor: ______________________________ Date: _____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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