

Class Code:.....0583  
Position #: (NUNC).....  
Developed by:.....  
Reviewed by:.....  
Approved by:.....  
Date:.10/94; 2/04; 11/10

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Executive Housekeeper  
**DIVISION:** Office of the President  
**REPORTS TO:** Senior Assistant to the President  
**GRADE:** 4  
**SUPERVISES:** Work-study students

**BASIC FUNCTION:**

To clean and assure the physical maintenance of the President's residence and surrounding grounds, consistent with the needs of the President, his/her family and the University.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Clean and coordinate the physical maintenance of the President's residence consistent with the needs of the President and his/her family and the University.

Clean the basement and first floor of the facility so that it is always ready for public use. Coordinate with the President and his/her family for the weekly cleaning of their personal residence on the second and third floors, including the changing and laundering of all bed linens and towels.

Coordinate and implement cleaning activities which require assistance from the janitorial and maintenance departments, including, but not limited to, windows, hardwood floors, tile floors, paint, and furniture and rugs on the basement and first floor.

Coordinate with the maintenance department to assure repair and replacement of the infrastructure of the facility, including electrical, plumbing and safety systems.

In consultation with the President and his/her family, prepare the facility for all events held at the President's residence, and assure proper cleanup. Coordinate with Dining Services for set up.

Weeding and gardening which is not the responsibility of Lands and Grounds or master gardening.

Manage and coordinate with the Lands and Grounds Department and the Master Gardeners' Program as appropriate.

**OTHER DUTIES AND RESPONSIBILITIES:**

Support the President and his/her family in meeting their duties to the University, including assisting with transportation, tasks related to the function of the President's house, purchasing, taking telephone calls and messages, making proper referrals of calls and inquiries, and related duties.

Maintain strict confidentiality regarding the personal and family lives of the President and his/her family; handle inquiries regarding such matters with tact and diplomacy.

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Rhode Island driver's license.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

REQUIRED: High school diploma; experience in managing official social and development events; experience in cleaning and maintaining a residential building and its surrounding grounds; demonstrated qualities of tact, confidentiality, diplomacy and discretion; valid Rhode Island driver's license prior to employment date.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**