

JOB DESCRIPTION:	Executive House Manager		
DEPARTMENT:	President's Office		
REPORT TO:	University President		
EEO CLASSIFICATION:	70 – Maintenance	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	810010	DATE APPROVED:	02-JUL-2025
		DATE MODIFIED:	

SUMMARY: Performs any combination of light/general cleaning duties to maintain the President's House and assigned guest spaces at Western New Mexico University in a clean and orderly manner. Utilizes familiarity of commonly used concepts, practices, and procedures within the field. Rely on experience and judgement to plan and accomplish goals. Exercise a certain degree of creativity and latitude. Reports to the President of the University or one of his/her staff members.

DUTIES:

1. Sanitize furniture, furnishings, equipment. Clean rooms, hallways, restrooms, and other living areas to meet health standards. Wash dishes, clean kitchen, refrigerators, ovens. Clean rugs, carpets, curtains, drapery. Dust and polish furniture, furnishings, shelves. Sweep, scrub, polish vacuum floors using brooms, mops, powered scrubbing machines.
2. Clean and disinfect toilets, sinks, basins, showers, tubs, and mirrors. Remove mold and mildew from surfaces.
3. Wash windows, walls, baseboards, and woodwork; wax and polish, as necessary.
4. Report and request repair services for anything within the interior dwelling. Schedule repairs and be present to monitor the status of maintenance requests. Report and request repair services on exterior dwelling. Monitoring exterior repairs is not necessary.
5. Change sheets and towels, make beds. Sort, count and mark clean linens and store them in linen closets. Sort clothing, linens, towels and other articles, load washing machines and driers. Wash, fold and iron dried items; store them in closets and/or drawers.
6. Carry/transport linens, towels, toilet items, and cleaning supplies. Organize all cabinets and cupboards. Keep storage areas well-stocked, clean, and tidy.
7. Prepare guest spaces for lodgers before arrival. Make sure light fixtures and appliances are fully functional. Check battery-operated equipment is functional.
8. Report hazardous situations to the University President and/or supervisor immediately.
9. Purchase household cleaning supplies to keep supply closet stocked. Purchase other miscellaneous items related to the maintenance of the dwelling. Run miscellaneous errands.

REQUIREMENTS:

1. **Education/Background:** High School diploma (or equivalent) and at least (4) years of experience in the field or in a related area.
2. **Job Knowledge:** The Executive Housekeeper must possess a strong understanding of WNMU's mission, values, and organizational structure. This role requires knowledge of university policies, procedures, and best practices in housekeeping to effectively support institutional goals. The ideal candidate will demonstrate expertise in managing a personal home, with a commitment to fostering a collaborative and inclusive university environment. *
3. **Working Conditions/Physical Demands** (With or Without Accommodations): (Always include this verbiage) * – Normal office environment, may travel some within the community when needed.

May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances. Add additional requirements if necessary based on the job duties. *

1. Other requirements:

- a. Requires a valid driver's license.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)