

University of Houston – Clear Lake

Position Description

Job Title: **Floor Specialist**

Job Code: **7305**

Pay Grade: **010**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED. Able to read, write and understand English.	
Experience	Two years experience floor care & maintenance.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Perform all cleaning functions in relation to floor care including stripping, finishing, burnishing, scrubbing, carpet shampooing, bonnet cleaning, etc. Other duties as assigned. Hours for this position will be Monday through Thursday 5 a.m. to 1:30 p.m. and Friday, 1:30 p.m. to 10:00 p.m.

Duties and responsibilities	% Time
Hard floor care: sweep, dust/damp mop as per supervisor's assigned schedule. Scrub and renew all floor finishes according to established policy and procedures as per supervisor's assigned schedule.	60
Carpet Care Responsibilities: Vacuum carpeted areas in a timely manner as instructed. Spot clean carpets where needed as instructed. Rotary clean or extract carpets in accordance with established procedures in a timely manner according to supervisor's schedule.	30
Report all recommendations, discrepancies, hazards or breaches of policy to your supervisor as they occur. Clean and store equipment and supplies at the end of the shift. Report lost items to security as loss becomes apparent. Attend all in-services and training classes as assigned. Fill-in for absent workers. Other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.