

Ronald Reagan Presidential Library
Digital Library Collections

This is a PDF of a folder from our textual collections.

Collection: Office of the Executive Residence:
Ushers Office: Records
Folder Title: Personnel (Residence) – [Position
Descriptions]
Box: 3

To see more digitized collections visit:

<https://reaganlibrary.gov/archives/digital-library>

To see all Ronald Reagan Presidential Library inventories visit:

<https://reaganlibrary.gov/document-collection>

Contact a reference archivist at: reagan.library@nara.gov

Citation Guidelines: <https://reaganlibrary.gov/citing>

National Archives Catalogue: <https://catalog.archives.gov/>

Administrative Officer (Chief Usher)
GS-301-16 Sheet #60

*position
description*

Subject only to the general direction of the President of the United States, serves as "Chief Usher" of the White House. As such is the general manager of the Executive Mansion, and is delegated full responsibility for directing the administrative, fiscal, and personnel functions involved in the management and operation of the Executive Mansion and grounds, including construction, maintenance, and remodeling of the Executive Mansion and Executive Offices.

Is responsible for the preparation and justification of budget estimates covering administrative and operating expenses, and for the construction and maintenance projects of the Executive Mansion and Executive Offices, as well as for the allotment, control, and proper expenditure of funds appropriated for these purposes. Appears personally before the appropriate Committees of the Congress to justify these estimates and performance under appropriated funds.

Is responsible for the direction and supervision of the activities of approximately one hundred employees of the President's household including their selection, appointment, placement, promotion, separation, disciplinary action, etc. In addition, exercises responsibility over the mechanical and maintenance forces in connection with the maintenance and repair of buildings and grounds.

Serves as the receptionist at the White House, and as such is responsible for receiving and caring for all personal and official guests calling on the President or the First Lady. These guests include, among others, members of the Congress and their families, members of the Judicial Branch, governors, foreign dignitaries, and heads of state. Is responsible for arranging for accommodations for house guests, their comfort, their acquaintance with the customs of the household, etc. Is responsible and arranges for all personal and official entertainments, receptions, dinners, etc., in the Executive Mansion, which frequently include the heads of Sovereign States, and several hundred persons. Is responsible for the procurement of all food consumed by the President's family and their guests. Makes personal appointments for the President and other members of his official family.

(MORE)

Is responsible for answering a large volume of correspondence regarding the Executive Mansion, its history and furnishings, historical subjects, sight-seeing, Congressional requests with regard to the Mansion and Grounds, State functions, etc.

Is responsible, as Curator, for irreplaceable portraits and objects d'art in the Executive Mansion, valued at several millions of dollars, many of which date back to the early 19th century, and which need the utmost special care and treatment for proper preservation and display.

Is completely responsible for the efficient operation, cleanliness, and maintenance of the 132 rooms of the Executive Mansion containing 1,600,000 cubic feet; \$2,000,000 of mechanical and air-conditioning equipment as compared with approximately one-half the rooms, footage and mechanical equipment prior to the recent reconstruction.

Is in complete charge, and is held personally responsible for the radio and television broadcast facilities in the Executive Mansion, one of the major means whereby the President exercises his leadership and makes his views known to the world.

Is responsible for the preparation of specifications and the letting of contracts for any reconstruction, remodeling and repairs to the Executive Mansion and Executive Offices.

Is in complete charge of the White House Garage, a fleet of thirty automobiles, the recruitment of chauffeurs, arranging the leasing of automobiles, the upkeep of motor facilities and equipment, etc.

While the President and the First Lady are in the Executive Mansion is responsible for the receipt of all calls and messages directed to them, and for consulting with the President to determine if he can be interrupted, or disposing of such calls on his own initiative if he determines that the President need not be consulted.

(MORE)

By appointment of the President, serves as the Defense Coordinator for the protection of the White House and the East and West White House Office buildings with responsibility for the application of measures for emergency safe-guarding of buildings and occupants against subversive hostile acts and overt acts of aggression.

Collaborates closely with the Director of Operations of the White House Office, in addition to his work in connection with the White House Mansion, in surveys having to do with improvements in construction and facilities of the White House Offices; arranges for bids and directs actual construction and installations. Attends business meetings held by the Director of Operations and advises and assists in miscellaneous matters under consideration by the department heads of the White House Office.

ACCOUNTS ASSISTANT

The incumbent of this position is primarily responsible for maintaining accurate cost records for the Special Account and the National Park Service Account.

The Special Account is divided into three accounting records which are posted daily and are finalized at the end of each month for referral to the Chief Usher. These accounting records are:

First-Family - which include all food and beverage charges, list of all personal guests, record of family meals.

Social Function - food, beverage and labor charge for each social function. Is required to identify reimbursable charges when appropriate.

President Staff - which includes food and beverage charges, number of meals served to the permanent staff and temporary help.

The National Park Service Account - identifies and reflects cost for equipment, kitchen supplies, uniforms, or other charges incurred in the housekeeping operation of the White House. The incumbent also posts daily charges for this account and finalizes at the end of the month.

The incumbent is responsible for payment of all bills, relating to the purchase of supplies (food, beverages, cleaning, papers, kitchen supplies, etc.) for the housekeeping function.

Incumbent will occasionally order supplies (aprons, tea towels, china for staff, etc.) when they become low.

Posts time and attendance figures to Time and Attendance reports for the eighteen employees assigned to the housekeeping function (maids and housemen). These records are then referred to the timekeeper for his posting and action.

Maintains petty cash fund for the first family account (up to \$100) and also a petty cash fund for the White House.

On occasion, may be called up to perform other miscellaneous clerical duties for the Chief Usher or other staff members.

Types family dinner menus and menus for all social functions. Will also type menus for the kitchen, pantry, and for housekeeping office after menu has been approved.

Supervision Received:

Incumbent operates under the general supervision of the Executive Housekeeper. Work is occasionally spot checked for accuracy.

Description of Staff Butler Position:

1. Personal Service to the President and First Family
2. Maintains all equipment and supplies pertinent to the performance of duties
3. Maintains cleanliness in all areas of job performance.

Second Floor:

1. Shift work in service to the President
2. Developing a keen sense of the needs of the Family and their preferences for manner of performance of his duties.
3. Serves all food and beverage requests in areas specified by the Family. This is to be done in a prompt, organized subtle manner showing professional expertise and respect for the position.
4. Maintains pantry/kitchen areas on 2nd and 3rd floors to impeccable standards. Keeps all food and beverages up to date and fresh, noting printed expiration dates.
5. Maintains all 2nd/3rd floor supplies, serviceware and equipment; including polishing on a regular basis.
6. Oversees the availability and cleanliness of linens etc.
7. Reports all activities, requests, Family preferences, incidents and supply needs to Lead Butler, Maitre d' or Usher (F+B). Computer reports and verbal reports are preferred but written notes are accepted if necessary...this allows us to maintain continuity in our service to the Family.

Direct Service to the Family:

1. Butlers should present themselves to the Family in a manner that shows respect, care and professional competence.
 2. Note should be taken of any stated or implied preferences, requests or needs. These should be relayed to staff in order to provide continuity in our service to the Family.
-

3. Speed, accuracy and presentation should accompany any First Family request.

State Floor and Larger Group Events:

1. Serving guests in the White House is as important as the work we do on the Residence Floor. These are guests of the Family.
2. Depending on the size and circumstance of a larger event you may be working with your fellow Butlers, other White House part time staff or staff contracted from outside firms. At all times you will be looked at as an example.. representative of the quality people expect from the White House. At larger events you may be in supervisory positions where you will direct other staff in their duties. You will be examined by these people and judged based on your actions and words.
3. In working events it is important that you obtain, in advance, all information relative to the event, don't simply wait to be told. Ask questions and suggest ways that we can improve the flow of information you need to perform your duties
4. Lead others by suggestion, not correction.

Hours:

Shift Duty, with additional hours as needed for Events and Houseguests

Butlers Specified Area of Responsibility:

Lead Butler: see specified list of duties

Family Pantry Butler: Personal oversight of Solarium and Second Floor Pantry. This position is designed to give one person a sense of responsibility in these areas, to ensure cleanliness and freshness. In no way is this position to take the place of each shift being responsible for these areas. This butler is to report to the Lead Butler any trends in consumption or supply needs.

Equipment Butlers: Glassware, Plates, Silverware: Each Butler assigned will take personal responsibility for their assigned equipment. They will inventory, note breakage, insure correct storage and cleaning, reporting directly to the Maitre'd.

State Floor, B.M. Pantry, and O.F.D.R. Butler: Oversight of these areas during events. Ties in Cleaning operations on both floors. directs set up and tear down of service areas in O.F.D.R. Training of staff used in both areas as to proper procedures to be followed. Oversees re-cycling procedure on a daily basis. Reports to Lead Butler on daily cleanliness and supply. In no way is this position to take the place of each shift being responsible for these areas. Some shifts will be scheduled entirely in the Pantry to give time to adequately clean and stock area.

This list gives specific areas of responsibility for (6) Butlers.

Butler

Duty hours: 7:00 a.m. to 3:00 p.m. or 1:00 p.m. to 9:00 p.m.
Serves as a Butler to the First Family typical duties include:

1. Relays breakfast preferences to cook or prepares breakfast on own in absence of cook. Sets up serving trays selecting linens, china, silver, glassware or stemware and checks food for acceptance. Serves food in locations designated by family member.
2. Butlers at breakfasts for groups of approximately 30-40 assuming station responsibility for block of guests. Chooses appropriate linens and chooses chinaware, silverware and stemware; and sets tables as indicated by family member or as scheduled will serve juices and beverages in another room location preparatory to convening in diningroom.
3. At State Dinners butlers as part of a team of two to either the President or First Lady and a block of seven other guests. Sets up table with specified dinnerware flatware and stemware and sets out cigars and cigarettes.
4. At receptions and other functions may be assigned a station for serving at a buffet. Serves liquor and/or passes trays of food or drink to guests mixes and serves drinks to guests on special order. When fireplaces are to be used will light and feed fire.
5. Sets up for teas and receptions requiring furniture preparations, selections of silver service; linens. If sandwiches are to be served, prepares a variety of tea sandwiches. Pours tea and coffee and serves sandwiches, cookies, mints, nuts and/or sherry.
6. Is responsible for daily cleanliness of the diningrooms. Vacuums rugs, drapes and walls. Polishes and dusts furniture, silver and vermeil. Cleans up after use and maintains cleanliness and orderliness of diningrooms. Assures that china, silver, vermeil and stemware are impeccably maintained. Vermeil is usually cleaned 2 or 3 times a year on a project basis. Takes immediate action to spot clean stairs on extremely valuable linens and laces.
7. Butlers for lawn and garden parties. Other functions may be butlered in the Diplomatic Reception Room, Library, Oval Room or Map Room. Runs personal errands outside the White House for the family. Must be able to prepare breakfast and mix drinks.

Supervision Received: Supervision emanates from the Head Butler or Maitred' who make specific assignments on scheduled activities. Work is checked through observation. Because of the nature of the work many assignments come directly from the First Family.

Butler

Duty hours: 7:00 a.m. to 3:00 p.m. or 1:00 p.m. to 9:00 p.m.
Serves as a Butler to the First Family typical duties include:

1. Relays breakfast preferences to cook or prepares breakfast on own in absence of cook. Sets up serving trays selecting linens, china, silver, glassware or stemware and checks food for acceptance. Serves food in locations designated by family member.
2. Butlers at breakfasts for groups of approximately 30-40 assuming station responsibility for block of guests. Chooses appropriate linens and chooses chinaware, silverware and stemware; and sets tables as indicated by family member or as scheduled will serve juices and beverages in another room location preparatory to convening in diningroom.
3. At State Dinners butlers as part of a team of two to either the President or First Lady and a block of seven other guests. Sets up table with specified dinnerware flatware and stemware and sets out cigars and cigarettes.
4. At receptions and other functions may be assigned a station for serving at a buffet. Serves liquor and/or passes trays of food or drink to guests mixes and serves drinks to guests on special order. When fireplaces are to be used will light and feed fire.
5. Sets up for teas and receptions requiring furniture preparations, selections of silver service, linens. If sandwiches are to be served, prepares a variety of tea sandwiches. Pours tea and coffee and serves sandwiches, cookies, mints, nuts and/or sherry.
6. Is responsible for daily cleanliness of the diningrooms. Vacuums rugs, drapes and walls. Polishes and dusts furniture, silver and vermeil. Cleans up after use and maintains cleanliness and orderliness of diningrooms. Assures that china, silver, vermeil and stemware are impeccably maintained. Vermeil is usually cleaned 2 or 3 times a year on a project basis. Takes immediate action to spot clean stairs on extremely valuable linens and laces.
7. Butlers for lawn and garden parties. Other functions may be butlered in the Diplomatic Reception Room, Library, Oval Room or Map Room. Runs personal errands outside the White House for the family. Must be able to prepare breakfast and mix drinks.

Supervision Received: Supervision emanates from the Head Butler or Maitred' who make specific assignments on scheduled activities. Work is checked through observation. Because of the nature of the work many assignments come directly from the First Family.

Young

Butler
(Personal Butler to the President)

Serves as Butler to the President in the Presidential quarters relaying to Chef Presidential preferences for breakfast and sets up serving trays to meet Presidential level of presentation, for food, medicine, chinaware, etc. Checks food prepared by chef for its level of acceptance. Also butlers the Presidential Family for breakfast or adapts to individual preferences for serving in special locations. In absence or pre-occupation of chef or during off-hours personally prepares food for the President. Butlers at breakfasts for groups of approximately 30-40 assuming station responsibility for block of guests. Lays out chinaware, silverware and stemware. Subject to Presidential preferences may serve juices in another room location preparatory to convening in dining room. Serves food and beverages to guests. For luncheons events, i.e. Ladies varies dinnerware; serves wines specified by Maitre d'. For dinners makes special placements of stemware for wines; serves liqueurs in parlors and sets out cigars and cigarettes. For special events, i.e. diplomatic dinners, state affairs with honored guests, etc., butlers in Presidential Yellow Room to limited group prior to larger formal dining.

Is responsible for Presidential Quarters, i.e. orderliness and cleanliness by assuring that china and stem wares are impeccably maintained; Assures clean-up of tables, room, furniture, bric a brac, vacuums rugs, silverware service. Runs personal errands outside White House for the family; from personal knowledge of Presidential preferences delivers messages at appropriate times. Butlers for lawn and garden parties.

Supervision Received: Direct supervision comes from the President since incumbent is personal butler to the President. Other work assignments generate from the Maitre d' for special dinners and banquets.

Head Butler

Duties:

During the periods when there are no official functions that require the assistance of outside temporary butlers or waiters the Head Butler performs the general duties as outlined in the Butler's position description. On those occasions when temporary butlers are employed the Head Butler and the Maitre D' supervise the service provided by the butlers and pantry help to assure impeccable service and the smooth functioning of pantry and butler operations.

Maintains a list of approximately 50 persons who are available for on-call employment as butlers and pantry workers. Makes telephone calls and establishes schedules for the extra help.

Responsible for storage and shelving of new and laundered table linens and attempts to rotate linen use.

Supervision received: Works under the supervision of the Maitre D' but because of long tenure in the position the incumbent is relied up to execute work assignments with minimum supervision. Discussion are held to outline the needs for particular official functions. Work is judged in terms of results. Due to the nature of the work many assignments came directly from the First Family.

CARPENTER FOREMAN

The incumbent of this position has full supervisory responsibility over the carpentry operations at the White House.

As supervisor over the carpentry operation, the incumbent is assigned specific work projects and plans daily or weekly work schedules and sequences of operations, establishing deadlines on the basis of general work schedules, methods and policies established by the Chief Usher. He determines how many assignments can be accomplished at the same time or which must be delayed; the number and types of employees needed considering skills and personnel available to do the work; and the availability of materials and equipment required. He organizes subordinates into one or more effective working units; selecting individual workers and assigns the particular work or tasks to be performed. He explains work requirements, methods, and procedures as needed; defines the standards of quality and quantity to be met; instructs subordinates on difficult work operations; changes work plans and assignments as necessary to accomplish the work of the unit; and coordinates the work of his unit with supervisors of other units or with representatives of the National Park Service and outside contractors that may be involved. He inspects work during progress and upon completion, issuing instructions to make necessary corrections. The incumbent exercises supervision over a work force of 3 to 6 carpenters.

When not acting in a supervisory capacity the incumbent may be required to perform such non-supervisory duties as described below:

Modifies existing walls, rooms, etc. in the White House. Studies blueprints to ascertain pertinent details such as dimensions, type structure, and material to be used. May be requested to cut and install wall studs and plates, and places braces at points of stress to provide support. Checks and determines the vertical and horizontal trueness of the structure using level and/or square.

Installs interior trim such as baseboards, base mold, toe mold, crown mold, chair rail, picture molding, and wainscoting. Uses miter saw, sets the desired angle and cuts the trim. Drives nails and uses a punch to sink the nail into the trim. Fills opening with filler to provide a smooth surface.

Lays out, constructs, alters, and repairs pieces of furniture structure such as chairs, cabinets, tables, crates, panels, molding, stages, display cases, doors, etc. Prepares working drawings. Interprets blueprints. Plans working details and sequences of operations. Measures, saws, cuts, turns, shapes, and work wood stock to the size, shape and dimensions required. Cuts and fits various joints such as mortise, tenon, butt, rabbet and miter. Assembles component parts with glue, dowels, screws, and nails. Finishes completed articles for staining or other purposes; and attaches a variety of hardware such as rings, catches, or drawer pulls.

May be required to perform other related duties such as sanding floors, laying floor tile, upholster furniture, hanging of drapes and installation of traverse rods, repair locks, repair antique furniture by replacing veneer, install windows, lay and repair hardwood floors, etc.

Chandelier and Window Washer

Responsible for cleaning:

- all windows inside and out
- all French doors inside and out
- all chandeliers
- china and glass cabinet fronts
- pier style mirrors
- light globes
- wall sconces
- torchiers

Windows are cleaned 2 to 3 times per month with squeegees, chamors, razor blades, sudsy ammonia and liquid soap. Uses a safety belt and 40 feet extension ladder. Crowbar may be necessary on stuck windows. East and West Sunbursts contain about 70 panes each, about 80 are fifteen pane windows. Approximately 15 to 20 pier style mirrors are cleaned as well as the glass front cases in the China and Vermail Rooms. There are also about seven glass china cabinets.

Using clear ammonia, turkish towels, water, brass polish and silver polish cleans 80 to 100 chandeliers, wall sconces and torchiers. Rewires crystal drops as needed. Scaffolding is required approximately twice yearly to clean the three East Room chandeliers each containing about 7000 pieces of crystal and consuming about 12 hours each to clean. Other chandeliers and crystal lights are cleaned about 2 or 3 times a month. Bulbs are replaced as needed.

Dangers exist due to being subject to electrical hazards, use of extension ladders, scaffolding and safety belts, being subject to burns from hot bulbs, inhaling ammonia fumes.

Incumbent is often required to stand in one position for a long period of time and is exposed to dirt, dust and temperatures extremes.

Supervision received: Works under the immediate supervision of the Housekeeper who provides daily schedule and checks work on completion or through daily inspection tours.

Cook

Serves as cook for the household staff for the breakfast and luncheon tour of duty. Also cooks for formal dinners, e.g., State Department Diplomatic luncheons and dinners. Makes daily list of supplies required indicating amounts and quantities and provides listing to Housekeeper's Office for cost accounting purposes. As responsible for maintaining separate cost accounting for diplomatic and other State Department functions for reimbursement purposes. Directs the requisitioning and delivery of supplies from the storeroom and refrigerators, coolers, etc. and maintains record of supplies. Keeps record of employees served as well as names of irregular diners and extra help.

Selects proper amount of meats required for banquets, dinners and household use and applies seasonings. Roasts, broils, fries, boils, or cooks meats, fish and poultry; regulates cooking temperature and checks condition of meat at frequent intervals by touch, sight, taste and odor; turns, bastes and removes meats when done; and carves meats for individual servings. Makes soups, stews, gravies, and sauces. Cooks all types of vegetables adding proper seasoning. Checks timing and removes vegetables when done.

Performs a variety of other cooking tasks such as making gelatin and custards; cooking potatoes and other vegetables. Prepares fruits and vegetables for cooking and serving by washing, peeling, scraping and dicing. Makes coffee, tea and ice water and similar beverages. Prepares salad mixtures and makes salad dressings and sandwich spreads. Bakes rolls, pies, biscuits. Serves food from food counter. Also portions out servings and supervises scheduling of food deliveries to dining rooms via food elevator for retention in food warmers and food coolers on 1st floor.

Recommends brand names of foods to storekeeper for purchasing. Checks out quality of foods and recommends change in marketing when necessary. Cleans equipment in kitchen; supervises washing of dishes both by hand and automatic dishwasher; washes pots and pans and other utensils; scrubs and cleans stove, sinks, kitchen storage areas.

Supervision Received: Works under direction of Maitre d' who outlines work in broad general terms checking only for quality of work. Due to long work history incumbent is relied upon to independently execute work assignment with minimum supervision.

Cook

Serves as cook for the household staff. Following prepared menu obtains supplies from storerooms, refrigerators, coolers. Makes own decision which desserts, vegetables will be served. Keeps record of items withdrawn from storerooms as well as names of employees being served meals inclusive of other irregular diners and extra help submitting data to Housekeeper's Office. Assures that food is prepared in consideration of sanitary standards and in a manner that insures retention of taste qualities.

Selects proper amount of meats required and applies seasonings. Roasts, broils, fries, boils, or cooks meats, fish and poultry; regulates cooking temperature and checks condition of meat at frequent intervals by touch, sight, taste and odor; turns, bastes and removes meats when done; and carves meats for individual servings. Makes soups, stews, gravies, and sauces. Cooks all types of vegetables adding proper seasoning. Checks timing and removes vegetables when done.

Performs a variety of other cooking tasks such as making gelatin and custards; cooking potatoes and other vegetables. Prepares fruits and vegetables for cooking and serving by washing, peeling, scraping and dicing. Makes coffee, tea, ice water and similar beverages. Prepares salad mixtures and makes salad dressings and sandwich spreads. Bakes rolls, pies, biscuits. Serves food from food counter. Also portions out servings and sends food via food elevator for retention in food warmer and food cooler on 1st. floor.

Cleans equipment in kitchen; washes dishes both by hand and dishwasher machine; washes pot and pans; scrubs and cleans stoves, sinks, kitchen cabinet storage areas. Responsible for securing kitchen cabinet food storage areas.

Supervision Received: Works under the direction of the Maitre d' who outlines fork in general terms checking only for quality of work. Due to long work history incumbent is relied upon to independently execute work assignments without constant supervision.

Doorman

Checks time President plans to go to the Executive Office and opens doors for departure and entry from White House. Also checks time schedule for departures of family and checks to assure that vehicles are on time.

Checks incoming and outgoing mail and delivers within White House to whom addresses; delivers newspapers to President in Presidential Quarters. Delivers packages and/or objects to the White House Mail Room for packaging and inspections. Makes mail deliveries throughout the day, e.g. to Housekeeper, carpenters, etc.

Answers telephone in Chief Ushers Office in absence of Ushers and gives out general information concerning whereabouts of staff personnel. Takes messages for family departures and in preoccupation of Ushers relays information to appropriately concerned offices or persons.

Serves residents, guests, or VIP's by opening doors; leads/or assists escorts guests with Military Aides upstairs to Executive Quarters; takes wraps and checks same. Gives directions to guests to remain in reception room and then announces their arrival to family. Responsible for bringing President's and family luggage down from family quarters to the baggage loader. Personally hand carries luggage to helicopter port.

Operates elevators to upper floors, guides guests to elevators and gives directions to appropriate reception rooms. Maintains alert stance to respond to President's call.

Serves beverages to visitors to the Chief Ushers office.

Personally hand delivers messages to The President in his Executive Office.

Supervision Received: Receives work assignments from Chief Usher or his assistants who outlines work in general terms. Incumbent is subject to on-the-spot assignments working under the immediate supervision of the Ushers.

W b - 1 D
ELECTRICIAN

Due to diversity of White House operation, incumbent may become involved with electrical maintenance and construction work, theatrical lighting, high voltage wiring, and commercial TV lighting. Because of this diversity, incumbent is involved with a wider range of problems and situations than those found in a normal electrical maintenance operation.

Accomplishes servicing, repairing, overhaul and periodic maintenance inspection to installed electrically operated equipment, machinery, lighting systems, power systems and related items and accessories located throughout the White House.

Performs the following and related tasks:

a. Answers trouble calls and checks various types of light to heavy duty power and lighting circuit, switchboards, fuse panels, motors, generators, compressions, transformers, automatic and remote controls, and varied types of switches. Diagnoses trouble, makes repairs, replacements or adjustments to correct malfunction; checks and rebalances load lines, and trace and correct shorts and grounds, tests lines and equipment by use of electrical instruments, meters and currents, and by mechanical means or trial and error methods.

b. Makes periodic inspection of all types of electrically operated equipment, light and power circuits, and component and accessories to determine whether instructions concerning operating maintenance have been complied with and to submit report to supervisor of equipment or machinery requiring repair, overhaul or service.

c. Installs, removes, and re-installs in new location or adds new components to electrically operated equipment, power circuits, lighting circuits, switchboards, and control circuits. Installs necessary accessories and protective and safety devices such as wiring, cables, conduit raceways, cut-off, overload, and other kind of switches, ducts, feeder and panels, connects and test runs power lines, equipment, light fixtures and appliances.

Installs distribution panels to provide service for lights and special equipment such as TV cameras, air conditioning equipment and refrigeration equipment. Working from a blueprint, diagram or verbal instructions, determine type and size of wire for the current to be carried, balances the load on each circuit by determining the requirement on each; and installs wall or base plugs, lighting fixtures and required accessories. Installs and/or repairs vapor-proof and explosion proof lighting.

d. Inspects White House lighting equipment twice daily to insure that it is operating properly. Replaces defective bulbs and switches where appropriate.

e. Usually required to work spot-lights for stage lighting, determines special lighting effects for TV cameras and pre-sets needed lights, and works dimmer board for stage lights.

Typical examples of the electrical items which are serviced, repaired, installed, and maintained include many kinds of electrical appliances, motors, ovens, alternators, lighting systems on machines, exhaust systems, and all types of both special and standardized shop equipment which are in some way electrically operated, connected and/or controlled. By following wiring diagrams when they are available or based on own knowledge, accomplishes such task as installing junction boxes, switchboards, panels and conduits; tracing wiring in circuits, hooking up machinery, and replacing electrical controls. Cuts wiring to appropriate lengths, bends conduits, cuts and fabricates braces, hangers, pull boxes and brackets; changes fuses, solders splices, and pulls wiring through conduits. Replaces and/or installs brushes in motors, cleans and oils motors, checks for shorts and attaches group wires.

May also be required to assist other crafts or perform other non-related duties.

Supervision Received:

Incumbent operates under the general supervision of the Electrician Foreman. Work assignments are usually given orally and are made in general terms. Work is spot-checked for acceptability and general performance. Guidelines consist of manufacturers' operation and repair manuals, sketches, blueprints, specifications, and accepted trade practices.

WS-9
ELECTRICIAN FOREMAN

Incumbent of this position has full supervisory responsibility over the electrical operations at the White House.

As supervisor over the electrical operations the incumbent is assigned specific projects and plans daily or weekly work schedules and sequences of operations, establishing deadlines on the basis of general work schedules, methods and policies established by the Chief Usher. He determines how many assignments can be accomplished at the same time or which must be delayed; the number and types of employees needed considering skills and personnel available to do the work; the availability of materials and equipment required. He organizes subordinates into one or more effective working units; selecting individual workers and assigns the particular work or tasks to be performed. He explains work requirements, methods, and procedures as needed; defines the standards of quality and quantity to be met; instructs subordinates on difficult work operations; changes work plans and assignments as necessary to accomplish the work of the unit; and coordinates the work of his unit with supervisors of other units, or National Service representatives or outside contractors that may be involved. He inspects work during progress and upon completion, issuing instructions to make necessary corrections. The incumbent exercises supervision over a work force of 9 Electricians.

When not acting in a supervisory capacity the incumbent may be required to perform some of the following non-supervisory duties:

Accomplishes servicing, repairing, overhaul and periodic maintenance inspection of installed electrically operated equipment, machinery, lighting systems, power systems and related items and accessories located throughout the White House.

Performs the following and related tasks:

Answers trouble calls and checks various types of light to heavy duty power lighting circuit, switchboards, fuse panels, motors, generators, compressors, transformers, automatic and remote controls, and varied types of switches. Diagnoses trouble, makes repairs, replacements or adjustments to correct malfunctions; checks and rebalances load lines, and trace and correct shorts and grounds, tests lines and equipment by use of electrical instruments, meters and tests, and by mechanical means or trial and error methods.

Makes periodic inspection of all types of electrically operated equipment, control and power circuits, and component and accessories to determine whether instructions concerning operating maintenance have been complied with and to submit report to supervisor of equipment or machinery requiring repair, overhaul or service.

Installs, removes, and re-installs in new location or adds new components to electrically operated equipment, power circuits, lighting circuits, switchboards, control circuits. Installs necessary accessories and protective and safety devices such as wiring, cables, conduit raceways, cut-off, overload, and other devices of switches, ducts, feeder and panels, connects and test runs power lines, equipment, light fixture and appliances.

Install distribution panels to provide service for lights and special equipment such as TV cameras, air conditioning equipment and refrigeration equipment.

Working from a blueprint, diagram or verbal instructions, determine type and size of wire for the current to be carried, balances the load on each circuit by determining the requirement on each; and install wall or base plugs, lighting fixtures and required accessories. Installs and/or repair vapor-proof and explosion proof lighting.

d. Inspects White House lighting equipment twice daily to insure that it is operating properly. Replaces defective bulbs and switches where appropriate.

e. Occasionally required to work spot-lights for stage lighting, determines special lighting effects for TV cameras and pre-sets needed lights, and works dimmer board for stage lights.

Typical example of the electrical items which are serviced, repaired, installed, and maintained include many kinds of electrical appliances, motors, ovens, alternators, lighting systems on machine, exhaust systems, and all types of both special and standardized shop equipment which are in some way electrically operated, connected and/or controlled. By following wiring diagrams when they are available or based on own knowledge, accomplishes such tasks as installing junction boxes, switchboards, panels and conduits; tracing wiring in circuits, hooking up machinery, and replacing electrical controls. Cuts wiring to appropriate lengths, bends conduits, cuts and fabricates braces, hangers, pull boxes and brackets; changes fuses, solders splices, and pulls wiring through conduits. Replaces and/or installs brushes in motors, cleans, and oils motors, checks for shorts and attaches group wires.

Incumbent may also be required to review plans and specifications for special projects which are being designed and constructed by the National Park Service and outside contractors.

Supervision Received:

Receives only general administrative supervision from the Chief Usher. Assignments are usually given orally and completed work is reviewed for meeting quality standards and time limitations. The incumbent receives little or no technical supervision.

Position Description

THE WHITE HOUSE

WASHINGTON

Issue Date: March 13

POSITION DESCRIPTION FOR: CHIEF FLORAL DESIGNER

Department/Cost Center: Flower Shop

GS/ER Grade or Equivalent: 64-1 to 64-6

Reports to: Chief Usher

Eligibility for Overtime: Eligible

Normal Working Hours: Monday-Friday, 8:30 AM to 5:00 PM and
as required for special events

POSITION OBJECTIVE:

To provide, as a working supervisor, attractive floral arrangements that satisfy all of the various needs of the White House and the First Family and to efficiently direct and control the work of other individuals involved in this effort.

DUTIES/RESPONSIBILITIES/ACCOUNTABILITY:

1. Plans all floral arrangements for the White House based on First Family preferences, the current activity schedule, and any unusual events.
2. Anticipates and determines needs; orders, selects and procures all flowers, foliage and florist's supplies from floral markets, taking into account seasonal availability and cost.
3. Coordinates colors used in floral arrangements to complement china, tablecloths, etc. and the various rooms (Red, Blue, Green) where they will be displayed.
4. When requested, plans and prepares centerpieces and other floral arrangements for breakfasts, luncheons, dinners, receptions and all other events.
5. As applicable, works harmoniously with outside designers and floral arrangers called in to assist with special functions, and makes sample centerpieces for First Lady and Social Secretary for special occasions.

DUTIES/RESPONSIBILITIES/ACCOUNTABILITY (continued)

6. Handles all requests from the President, First Lady and authorized members of their staffs acting in their behalf for floral arrangements to be used either inside or outside the White House.
7. Maintains master calendar of days and dates for the sending of special arrangements and ceremonial wreaths and accepts responsibility for seeing that such items are properly sent in a timely manner.
8. Coordinates holiday and other seasonal decorations for the White House in keeping with established standards and themes.
9. Works closely with counterparts or responsible parties at Camp David and other locations frequented by members of the First Family.
10. Maintains the Flower Shop in an orderly manner assuring that fresh flowers and foliage are secured and stored under proper conditions.
11. Makes routine inspections of all floral arrangements in place throughout the White House and touches them up as necessary.
12. Keeps time and attendance records for full time Flower Shop employees and all volunteers.
13. Updates USSS access list for volunteers on a monthly basis.
14. Notifies White House Gift Unit whenever a First Family floral gift is received.
15. Answers correspondence and press inquiries when so directed by appropriate office.
16. Carefully reviews and approves all flower invoices for payment and forwards them to the Administrative Office.
17. Maintains records of flowers used at reimbursable events and provides itemized bill for the Chief Accountant.

Position Description for Chief Floral Designer
March 13, 1981
Page Three

DUTIES/RESPONSIBILITIES/ACCOUNTABILITY (Continued)

18. Supervises activities and work flow in the Flower Shop and maintains a decorum in keeping with the image of the White House.
19. Accepts other duties as requested.

CHIEF FLORAL DESIGNER

Serves as Chief Floral Designer being responsible for supervising and personally engaging in the designing and fashioning of floral pieces and decorations. Selects and purchases natural and artificial flowers and foliage at floral market places. Supervises and personally engages in the wiring, pinning and wrapping of stems with floral tape, to form bouquets, corsages, sprays, wreaths, centerpieces, and other designs. Arranges flowers in color spectrum to compliment various rooms, e.g. Blue Room, Green Room, Red Room. Plans floral settings for events such as special center, buffet, and side arrangements for diplomatic receptions, the Executive Office, and State Dinners, Holidays, etc. Supervises the making of general arrangements for flower bouquets to special events at which the President or First Lady desires e.g. Unknown Soldiers Tomb; Veterans Day; Memorial Day; special commemorative anniversaries, placement of a display inclusive of funerals. Esclates and tones down floral arrangements depending on room and office size and use as well as type of formal event.

Receives requests from the Presidential Office to send flowers out of town. Calls locality and orders flower arrangement and arranges for billing through clearing house of flower organization.

Supervises and personally engages in placement of special seasonal wreaths and swags such areas as North Door, South Portico and columns.

Meets with First Lady, Head Usher and the Horticulturist to work out desired motifs for various rooms by seasons.

Sends flower arrangements for Presidential Office at Camp David, Biscayne Bay, San Clemente and Presidential Yacht.

Supervises the maintenance and upkeep of the flower shop assuring that flowers and foliage are refrigerated properly. Assures that flower arrangements in various rooms are returned to the flower shop for refrigeration, touch up, or upgrading in whole or in part prior to redisplay.

Arranges hours of work for subordinates to meet daily and special event occurences which has a range of some 45 arrangements on routine days to additional pieces for special events.

Supervision Received: Works under the supervision of the Head Usher who outlines work requirements in borad general terms and expects incumbent to fullfill job requirements with minimum of supervision. Supervisor is interested in end results and quality performance giving incumbent widest latitude in planning his work to meet that criteria.

Duties of the Assistant Chief Floral Designer

Act in the absence of the Chief Floral Designer:

1. in dealing with the Chief Usher and First Family concerning color and type of flowers to be used on the second floor or in centerpieces for dinners or other events.
2. in placing orders of fresh flowers and foliage with wholesalers. Checking these orders when they arrive for freshness and accuracy in billing by wholesalers.
3. in supervising the work load to other Flower Shop staff members or parttime workers.
4. in estimating reimbursable expenses charged for events and paying bills to vendors.
5. in maintaining the shop - e.g. Proper temperature control of refrigerator, regular cleaning and up keep of Flower Shop.

Fully support Chief Floral Designer in decisions effecting the Flower Shop and shop personnel.

Alternate with Chief Floral Designer in staying late for functions as directed by the Chief Usher.

Assist Chief Floral Designer in managing parttime help and/or volunteers.

Handle all out going FTD orders and FTD billing for the First Family and the Presidential memorial wreaths.

Pick up flowers from the gate, prepare flowers for conditioning and storage, arrange flowers in the style dictated by the First Family/First Lady.

Assist in preparation of Presidential memorial wreaths sent to local cemeteries.

Work weekends and holidays on a rotation basis with other members of the Flower Shop staff.

Work irregular hours to meet demands of special events or functions. Work on days off or extra weekends if necessary to help prepare for White House events and functions.

Manage one of the teams of Christmas volunteers who help the Flower Shop Staff with decorating the White House, East and West Wings.

Floral Designer

Serves as Floral Designer being responsible for engaging in the designing and fashioning of floral pieces and decorations. Selects and purchases natural and artificial flowers and foliage at floral market places during the preoccupation or absence of supervisor.

Personally engages in the wiring, pinning and wrapping of stems with floral tape, to form bouquets, corsages, sprays, wreaths, centerpieces, and other designs. Arranges flowers in color spectrum to compliment various rooms, e.g., Blue Room, Green Room, Red Room with consideration given to public viewing or private family use. Executes floral settings for events such as special center, buffet, and side arrangements for diplomatic receptions, the Executive Office, and State Dinners, Holidays, etc. Executes special arrangements for flower bouquets to special events at which the President or First Lady desires placement of a display, e.g. Unknown Soldiers Tomb; Veterans Day; Memorial Day; special commemorative anniversaries inclusive of funerals. Escalates and tones down floral arrangements depending on room and office size and use as well as type of formal event.

Executes requests from the Presidential Office to send flowers out of town by calling the locality and orders flower arrangement and arranges for billing through clearing house of flower association organization.

Participates with supervisor in placement of special seasonal wreaths and swags at such areas as North Door, South Portico and columns.

Meets in absence of supervisor with First Lady, Head Usher and the Horticulturist to work out desired motifs for various rooms by seasons.

Executes flower arrangements for Presidential Office at Camp David, Biscayne Bay, San Clemente and the Presidential Yacht.

Assists in the maintenance and upkeep of the flower shop assuring that flowers and foliage are refrigerated properly. Removes flower arrangements in various rooms and returns them to the flower shop for refrigeration, touch up or upgrading in whole or in part prior to re-display.

As directed works irregular hours to meet demands of special event occurrences requiring the preparation of multiple arrangements to meet special arrangements made by the First Family.

Operates flower truck to deliver flowers to designees throughout the metropolitan area and also to pick up orders of flowers at various flower markets in city when flower shop work production requirements require the services of the regular driver.

Supervision Received: Works under the general supervision of the Chief, Floral Designer who makes work assignments in general terms. Supervisor is interested in end results and gives incumbent considerable latitude in effecting design of floral arrangements.

POSITION DESCRIPTION FOR HOUSEKEEPER - PRIVATE LIVING QUARTERS

REPORTS TO : EXEC.HOUSEKEEPER AND ASS'T.EXEC.HOUSEKEEPER

UNIFORM : PROVIDED - WHITE OR PASTEL HOUSEKEEPER'S
UNIFORM WHITE SHOES

OBJECTIVE : **TO KEEP THE PRIVATE LIVING QUARTERS CLEAN AND
IN GOOD ORDER FOR THE FIRST FAMILY AND THEIR
GUESTS**

DUTIES AND RESPONSIBILITIES :

1. Report to work on time as scheduled and work a full eight hours shift. Notify your Supervisor or the Usher's Office as early as possible if you are unable to report to work on time or unable to work a full shift.
2. Change the linen on the President's and First Lady's bed daily as early as possible. Changes the linen in all of the rooms occupied by family members and house guests. Report any special cleaning concerns to the Executive Housekeeper.
3. Clean the President's and First Lady's bathrooms thoroughly. Remove dirty linen and replenish supplies. (Thorough bathroom cleaning includes cleaning sinks, commodes, walls, floors, counter tops, trash receptacles, lights and fixtures and removing trash.)
4. Clean the bathrooms in the rooms occupied by family members and house guests.
5. Dust all furniture and shelves in the entire Private Living Quarters daily. Report and/or replace burned out light bulbs.
6. Remove trash and dispose of properly after sorting out recyclable materials.
7. Wash, press, hang up and care for the First Lady's, children's and house guests' clothing.
8. Polish all silver and vermeil items as needed.
9. Dust and sweep the Truman balcony daily (except in winter). Wipe down the furniture and clean the railing.
10. Check the Private Living Quarters frequently to make certain that all areas remain clean and in order. Check each guest room daily even if the room is not occupied.
11. Complete daily general cleaning projects in the areas assigned by the Exec. Housekeeper or the Assistant Exec. Housekeeper.

POSITION DESCRIPTION, PAGE 2

12. Keep the Linen Room, the kitchens, the storage areas and the locker room clean and orderly. Remove trash regularly.
13. Set up the rooms for incoming house guests following Houseguest Procedures. Check the bathroom and closet and replenish amenities and hangers.
14. Turn down the President and First Lady's bed; family members' beds and house guests' beds at the appropriate time.
Remove trash and dirty towels. Replenish water and fruit plates. Clean ashtrays. Pull the shades and close the draperies and glass curtains.
15. Restock guest room and table linen shelves daily. Check linen for tears and stains. Repair and rewash. Notify the Executive Housekeeper of shortages and discards.
16. Restock cleaning supplies weekly. Keep an adequate supply of materials on hand. Check guest room supplies periodically. Notify the Executive Housekeeper or the Housekeeping Supervisor if the First Family or their guests need any supplies or sundries.
17. Clean the rest room on the 3rd floor by the Service area twice a day. Keep the service area clean and free of trash.
18. Clean the Exercise Room and the Massage Rooms every day. Change the linens; clean the bath room; remove trash and restock linens and supplies.
19. Wash uniforms for the Residence personnel daily. Repair any torn uniforms. Keep the uniform storage areas and the uniform pick up area clean and neat.
20. Assist in the Laundry as scheduled.
21. Report all damage and maintenance problems to the Housekeeping Office or the Usher on Duty.
22. Keep equipment in good working order. Empty vacuums once a day. Replace bags when needed. Clean equipment before it is put away at the end of the day. Do not misuse equipment. Report any problems to the Housekeeping Office.
23. Accept and complete all responsibilities and special projects assigned by the Executive Housekeeper, the Housekeeping Supervisor or the Usher's Office.
24. Communication - relate all information pertaining to the operation of the Housekeeping Department to the Housekeeping Office or the Usher's Office.

Summary of Job Description

Houseman

Responsible for cleaning floors, vacuuming rugs and dusting of furniture and bric a brac on all first floor rooms except dining rooms, pantries and tables. Uses vacuums, brooms, sponges and brushes in conjunction with a variety of cleaning and/or spotting fluids applying such to rugs, wall fabrics, lamps, marble and wooden floors. Exercises special care since furniture, rugs and bric a brac are invaluable museum-type pieces.

Washes down some dentists' office, ushers office and the floors, doors. Replaces soaps and towels periodically throughout each day if necessary. Vacuums drapes and rugs in corridors including grand staircase and foyer. Cleans drinking fountains and mirrors. Dusts furniture daily and polishes on an alternating basis. Cleans and polishes silverware on state and family dining tables as well as silverware on buffets and wall brackets. On project assignment cleans china closets and washes and replaces priceless chinaware. Also cleans bookshelves and dusts books periodically.

Performs cleaning work concurrent with conduct of tours working behind screened areas; otherwise, performs cleaning on non-tour days. Adjusts schedule to meet other special events such as banquets, breakfasts, church services, VIP tours, etc.

Supervises subordinate housemen performing similar cleaning duties. Receives instruction and training from Foreman in shampooing and other rug care such as making emergency clean-up of spillages to avoid staining or marring of floor or furniture.

Performs other related duties such as participating in the setting up and taking down of chairs on various floors for press conferences, ceremonies, etc., as well as clean-up of rooms following use which includes removal of stemware, and other receptacles.

Supervision Received: Receives work assignments from Foreman of Houseman who outlines work in broad general terms and gives only spot inspection of completed work for acceptance. Receives specialized training from Foreman in methods and techniques for shampooing and spot-cleaning of rugs.

Chief Houseman

Supervises a staff of six housemen with responsibility for cleaning the ground floor, first floor, mezzanine, and portions of the basement of the White House. Basic workday is from 6:00 a.m. till 2:00 p.m. six days a week.

Responsible for scheduling work concurrent with tours working behind screened areas and adjusting cleaning schedules to meet special events such as banquets, breakfasts, church services, V.I.P. tours, etc.

Makes inspections after areas have been cleaned to assure that high standards of cleanliness and special furniture arrangements are maintained. Checks for water spills from flower vases, condition of ashtrays, etc. and gives the area a final touch.

Is responsible for all rug cleaning and shampooing in the White House. Trains and instructs subordinates in rug care and shampooing.

Position Description for the Houseman has details of the work performed by subordinates.

Supervision Received: Works under the supervision of the Executive Housekeeper who provides schedules of events upon which cleaning schedules are based. Is responsible for maintaining schedule for Houseman staff.

Houseman (Assistant Foreman of Houseman)

Responsible for cleaning floors, vacuuming rugs and dusting of furniture and bric a brac on all first floor rooms except dining room, pantries and kitchens. Uses vacuums, brooms, sponges and brushes in conjunction with a variety of cleaning and/or spotting fluids applying such to rugs, wall fabrics, lamps, marble and wooden floors. Exercises special care since furniture, rugs and bric a brac are invaluable museum-type pieces.

Washes down some eight (8) restrooms floors, doors and replaces soaps and towels periodically throughout each day if necessary. Vacuums drapes and rugs in corridors from Housekeeper's office to library and including foyer, elevator space. Cleans drinking fountains and mirrors. Dusts furniture daily and polishes on an alternating basis. Cleans and polishes silverware on state and family dining tables as well as silverware on buffets and wall brackets. On project assignment cleans china closets and washes and replaces priceless chinaware. Also cleans bookshelves and dusts books periodically.

Performs cleaning work concurrent with conduct of tours working behind screened areas; otherwise, performs cleaning on non-tour days. Adjusts schedule to meet other special events such as banquets, breakfasts, church services, VIP tours, etc.

As Assistant Foreman Houseman carries out duties of Foreman Houseman in his absence or preoccupation, independently assigning work or as necessary receiving direction from Housekeeper. Supervises subordinate housemen performing similar cleaning duties on ground floor, basement and 1st floor. Receives instruction and training from Foreman in shampooing and other rug care such as making emergency clean-up of spillages to avoid staining or marring of floor or furniture.

Performs other related duties such as participating in the setting up and taking down of chairs on various floors for press conferences, ceremonies, etc., as well as clean-up of rooms following use which includes removal of stemware, and other receptacles.

Supervision Received: Receives work assignments from Foreman of Housemen who outlines work in broad general terms and gives only spot inspection of completed work for acceptance. Receives specialized training from Foreman in methods and techniques for shampooing and spot-cleaning of rugs.

111111

Houseman (Second and Third floors)

Responsible for cleaning floors, vacuuming rugs, draperies, walls and furniture on the second and third floors. Uses vacuums, brooms, sponges and brushes in conjunction with a variety of cleaning and/or spotting fluids applying such to rugs, wall fabrics, lamps, marble, and irons and wooden floors. Exercises special care since furniture, rugs and bric a brac are extremely valuable. Also cleans balcony; sweeping, mopping and dusting furniture and waters plants.

Takes out laundry twice a week, takes clothing requiring dry - cleaning to basement as needed, empties trash daily and polishes men's shoes as needed.

Performs other related duties such as participating in the setting up and taking down of chairs on various floors for press conferences, ceremonies, etc., as well as clean-up of rooms following use which includes removal of stemware, and other receptacles.

Supervision Received: Receives work assignments from Housekeeper who outlines work in broad general terms and gives only spot inspection of completed work for acceptance. Receives specialized training from Chief Houseman in methods and techniques for shampooing and spot-cleaning of rugs.

Work is performed from 7:00 a.m. to 3:00 p.m. six days a week.

Issue Date: March 20, 1980

POSITION DESCRIPTION FOR: MORNING KITCHEN STEWARD

Department/Cost Center: Food and Beverage

GS/ER Grade or Equivalent: ER 75

Reports to: Executive Chief

Eligibility for Overtime: Eligible

Normal Working Hours: 6:00 AM to 2:00 PM, five days per week.
Overtime and weekend/holiday work may be required.

POSITION OBJECTIVE

To provide exceptional standards of sanitation and cleanliness in the food preparation and service areas of the Executive Residence and to provide support to other staff members engaged in food preparation and service.

DUTIES/RESPONSIBILITIES/ACCOUNTABILITY

1. Reports to Staff Kitchen and sets up for breakfast service.
2. Assists Staff Kitchen cook with breakfast service.
3. Washes all dishes, glasses, utensils, pots, pans, etc., from breakfast.
4. Sets up Staff Kitchen for luncheon service.
5. Reports to Main Kitchen and assists as follows:
 - A. Empties trash if needed
 - B. Washes any back up of pots, pans, utensils, etc.
 - C. Polices floors of Main Kitchen and corridors.
6. Returns to Staff Kitchen and assists with luncheon service.
7. Washes all dishes, glasses, utensils, pots, pans, etc., from luncheon.
8. Sweeps floor of Staff Kitchen and Dining Room.
9. Sets Staff Dining Room for dinner service.
10. Upon completion of luncheon duties in Staff Kitchen, returns to Main Kitchen and washes any back up of pots and pans etc.
11. Performs other duties as requested.

Issue Date: December 12, 1980

POSITION DESCRIPTION FOR: MORNING KITCHEN STEWARD

Department/Cost Center: Food and Beverage

GS/ER Grade or Equivalent: ER 75

Reports to: Executive Chef

Eligibility for Overtime: Eligible

Normal Working Hours: 6:00 AM to 2:00 PM, five days per week.
Overtime and weekend/holiday work may be required.

POSITION OBJECTIVE

To provide exceptional standards of sanitation and cleanliness in the food preparation and service areas of the Executive Residence and to provide support to other staff members engaged in food preparation and service.

DUTIES/RESPONSIBILITIES/ACCOUNTABILITY

1. Reports to Staff Kitchen and sets up for breakfast service.
2. Works as a team member with Staff Kitchen cook, assisting with any work requested.
3. Washes all dishes, glasses, utancils, pots, pans, etc., from breakfast.
4. Sets up Staff Kitchen for luncheon service.
5. Reports to Main Kitchen and assists as follows:
 - A. Empties trash if needed
 - B. Washes any back up of pots,ppans, utencils, etc.
 - C. Polices floors of Main Kitchen and corridors.
6. Returns to Staff Kitchen and assists with luncheon service.
7. Washes all dishes, glasses, utencils, pots, pans, etec from luncheon.
8. Keeps stoves, ovens, shelves and cooking equipment clean at a all times.

Position Description for Morning Kitchen Steward
December 12, 1980
Page Two

9. Sweeps floor of Staff Kitchen and Dining Room.
10. Sets Staff Dining Room for dinner service.
11. Upon completion of luncheon duties in Staff Kitchen, returns to Main Kitchen and washes any back up of pots and pans etc.
12. Performs other duties as requested.

Issue Date: March 20, 1980

POSITION DESCRIPTION FOR: AFTERNOON KITCHEN STEWARD

Department/Cost Center: Food and Beverage

GS/ER Grade or Equivalent: ER 75

Reports to: Executive Chef

Eligibility for Overtime: Eligible

Normal Working House: 1:00 PM to 9:00 PM, five days per week.
Overtime and weekend/holiday work may be required.

POSITION OBJECTIVE

To provide exceptional standards of sanitation and cleanliness in the food preparation and service areas of the Executive Residence and to provide support to other staff members engaged in food preparation and service.

DUTIES/RESPONSIBILITIES/ACCOUNTABILITY

1. Reports to Main Kitchen and washes all pots, pans, utensils, etc.
2. Empties trash as frequently as necessary, placing food scraps and wet garbage in sealed containers inside the trash truck.
3. Cleans all cooking equipment as needed.
4. Keeps floors and walls clean at all times.
5. Maintains proper supply of cleaning agents as specified for each task.
6. Reports to Second Floor Kitchen and cleans equipment, dishes, utensils, etc.
7. Thoroughly wet mops kitchen floors and walk-in refrigerators and freezers once per day.
8. Periodically steam cleans major equipment.
9. Keeps carts, food trucks, mats, etc., clean at all times.

Position Description for Afternoon Kitchen Steward

March 20, 1980

Page Two

10. Changes fat in deep fryer on schedule determined by Executive Chef.
11. Assists Chefs with preparation and service of all parties and functions.
12. Inspects Main Kitchen and Second Floor Kitchen completely prior to departing each day and accepts responsibility for total cleanliness.
13. Accepts other duties as requested.

Issue Date: December 12, 1980

POSITION DESCRIPTION FOR: AFTERNOON KITCHEN STEWARD

Department/Cost Center: Food and Beverage

GS/ER Grade or Equivalent: ER 75

Reports to: Executive Chef

Eligibility for Overtime: Eligible

Normal Working Hours: 1:00 PM to 9:00 PM, five days per week.
Overtime and weekend/holiday work may be required.

POSITION OBJECTIVE

To provide exceptional standards of sanitation and cleanliness in the food preparation and service areas of the Executive Residence and to provide support to other staff members engaged in food preparation and service.

DUTIES/RESPONSIBILITIES/ACCOUNTABILITY

1. Reports to Main Kitchen and washes all pots, pans, utensils, etc.
2. Empties trash as frequently as necessary, placing food scraps and wet garbage in sealed containers inside the trash truck.
3. Cleans all cooking equipment, refrigerators and freezers as needed.
4. Keeps floors and walls clean at all times.
5. Maintains proper supply of cleaning agents as specified for each task.
6. Reports to Second Floor Kitchen and cleans equipment, dishes, utensils, etc.
7. Thoroughly wet mops kitchen floors once per day. Wet mops walk-in refrigerators and freezers on a regular basis as determined by the Executive Chef.
8. Periodically steam cleans major equipment.
9. Keeps carts, food trucks, mats, etc., clean at all times.

Position Description for Afternoon Kitchen Steward
November 12, 1980
Page Two

10. Changes fat in deep fryer on schedule determined by Executive Chef.
11. Assists Chefs with preparation and service of all parties and functions.
12. Inspects Main Kitchen and Second Floor Kitchen completely prior to departing each day and accepts responsibility for total cleanliness.
13. Accepts other duties as requested.

M. W. C.

Kitchen Helper

Fill cooks requisitions for item from the chill box, refrigerators for noon and evening meals, by obtaining stores from storeroom and delivering same to the kitchen.

Places lunches on trays as served by cook; makes tea and sends food via food elevator to 1st floor.

Clears and cleans household staff's dining tables; places silverware in soaking solution; scrapes dishes and places in dishwasher. Cleans counter tops in dining area. Sets up place settings for evening meal.

Personally delivers trays of food to Housekeeper's Office and collects trays. Collects trash in kitchen and dining room and disposes of garbage in containers outside building.

Washes down doors, kitchen and dining area floors using necessary equipment such as mops, brushes, together with cleaning fluids. Cleans laundry walls and floor and elevator floor, and polishes inside walls of elevator. Reorders cleaning supplies.

Serves food to dining tables for household staff and to extra help when large parties are scheduled.

Supervision Received: Receives supervision from the Maitre d' and in more specific terms from the cooks for carrying out kitchen help responsibilities.

LAUNDRESS

Responsible for assisting Head Laundress in the operation of the White House laundry.

Occasionally operates laundry room equipment, such as washing machines, dryer, extractor, and mangle (small). Loads machine in accordance with proper load capacity and distributes load evenly to insure proper load balance. Mixes soap, starch, and bleach solutions according to prescribed formulas.

Picks up soiled laundry by use of a hand truck and returns laundry to linen room when cleaned, ironed, and folded.

Sorts bulk laundry by type of linen (sheet, table linens, aprons, dish towels, etc.). Folds rough, dry laundry and shakes out tangled semidry items for hand-feeding into mangles. Feeds items (sheets, towels, napkins, etc.) into mangle. Folds ironed flatwork.

May also be required to hand iron small linen items such as doilies, tea napkins, embroidered tray cloths, etc.

Supervision Received:

Incumbent works under the general supervision of the Head Laundress and receives general instructions on assigned tasks. Completed work is spot checked for acceptability.

LINEN ATTENDENT
(SEAMSTRESS)

Has primary responsibility for the operation of the White House Linen Room. In this capacity, the incumbent:

Maintains inventory of all linen (sheets, pillow cases, towels, table linen, aprons) that is stored in the linen room. This includes receiving, sorting, folding, and stacking linen in proper storage slots and distributing clean linen to maids for their use. Also maintains stock of cleaning, stationery and bathroom supplies for maid service.

Before sending linen away for cleaning, inspects closely for tears or unraveling to determine if article needs mending. May be required to darn or mend table linens either by use of sewing machine or by hand. Repairs maid and kitchen uniforms by mending, sewing, and patching tears, rips, etc. On patchwork, trims patches and threads closely around the mend. Hand sews when machine cannot perform the type of mending necessary. Fine darning and mending is often required to repair very fine place linens or finger bowl doilies. May also be required to hand iron fancy linens after their placement on dining tables.

Hand washes fancy pieces of linen (place linens and finger bowl doilies) which are not sent to laundry. Uses proper amount of soap, bleaches, and starches to maintain their shape and color. Also washes curtains on third floor.

When assisting with White House parties and State dinners may be required to check coats and other apparel. May also work as attendant in powder room.

Takes and relays messages for Housekeeping operation.

Supervision Received:

Incumbent performs under the general supervision of the Executive Housekeeper and receives general instructions on other than routinized assignments. Completed work is spot-checked for acceptability.

Housekeeping

February 21, 1980

POSITION DESCRIPTION FOR MAID (Public Areas)

Issue Date: February 1980

Dept./Cost Center: Housekeeping

GS Grade or Equivalent: ER 74-1

Reports to: Executive Housekeeper and House-
man Foreman

Eligibility for Overtime: Eligible

Uniform:
Men - Black Suit; Black Bow Tie;
White Shirt; Black Shoes
Women - White Uniform; White Shoes

Normal Working Hours: 9 a.m. - 5 p.m.

Position Objective: To keep the public areas of the
White House Residence clean and
orderly.

Duties/Responsibilities/Accountability:

1. Clean the Women's restrooms in the Basement, the Mezzanine, Miss Bowen's Office, the Map Room, and the Vermeil Room. This includes cleaning the sinks, the commodes, the stalls, the walls and the chrome fixtures and removing the trash and spot cleaning daily.
2. Keep all the above mentioned restrooms supplied with toilet paper, hand soap (liquid or bar), toilet seat covers, paper towels, trash can liners and specialty items.
3. General clean all the Women's restrooms on a monthly basis.
4. Dust all furniture on the Ground and State floors daily. Dust chair rails and baseboards. Dust inside all cabinets, drawers and closets weekly.
5. Polish furniture when needed. Use paste wax to polish antique furniture on a monthly basis.

6. Check door frames and doors on Ground and State Floors for fingerprints. Spot clean when needed.
7. Check the pool area daily in warm weather. Remove dirty towels. Clean showers, commodes, sinks and counters. Replenish supplies and towels.
8. Clean and dust the Housekeeping Office and Parlor daily. Remove trash.
9. Report maintenance problems in assigned areas to the Executive Housekeeper or Usher on duty.
10. Respect the privacy of the First Family at all times.
11. Keep all Housekeeping storage areas and closets clean and in order.
12. Cooperate with the other members of the Residence Staff.
13. Accept all other responsibilities as assigned by the Executive Housekeeper or the Usher on duty.

Maitre d'

Serves as Maitre d' White House being responsible for coordinating activities of butlers and pantry workers engaged in serving the White House. Responsible for planning all dining events both for the family as well as for formal events such as diplomatic dinners, Presidential breakfasts, Presidential luncheons, First Lady Luncheons, as well as international teas and special group cocktail gatherings. Establishes food policies and type of service to be offered, which encompasses Presidential likes and dislikes of foods as well as consideration of forbidden foods for guests having special national foods or religious abstinence requirements.

Is responsible for keeping abreast of quality of wine vintages through discussions with importers and wholesalers and studying publications listing status of wine marketing and bouquet. Determine types of liquors, wines and related beverages required for the scope of dining services provided and requisitions its purchase.

In cooperation with the Executive Chef constructs menu for diplomatic dinners based on State Department guidelines and conformity to the Social Secretary specifications; also involved are other special high ranking cabinet level dinners requiring similar selectivity and observance of the level of excellence essential to the President of the United States household.

Assures that cuisine of the White House is extended to other Presidential residences such as Camp David, Biscayne Bay and San Clemente through channeling information and desires to the President's Navy Staff responsible for the food service at those locations. As required accompanies the Presidential Entourage to locations both domestic and foreign and assures that all food stuffs and accoutrements essential to the occasion are selected, packaged and shipped to the locations within time tables to meet the social requirements of the President.

Performs a variety of administrative responsibilities such as the establishment and maintenance of cost and consumption rate tables by class of item and utilizes these computations to work within allotted funds for the conduct of the services offered by this household department. Other duties involve maintenance of time and attendance records for staff of regular butlers, and kitchen, pantry help as well as extra help hired temporarily to assist at large dinners and banquets. Makes butler assignments based on number of guests at each event. Establishes and maintains roster of extra help hired on temporary basis making check of application for employment for work history and makes preliminary check on references to determine if suitable for processing through full FBI investigation, and Walter Reed Hospital health certification process. Directs the training of novice butlers into the requirements of the White House.

Makes preliminary diagram of table arrangements for each event and submits to the President via the Head Usher's Office for approval and from information as to number of guests directs the setting up of the dining tables together with all necessary serving and decorative details.

Is responsible for maintenance and care of dining rooms' furnishing in safe, sanitary care, as well as presentability. Also is responsible for directing the movement of furnishings which are invaluable antiques to accomodate large parties and assures that proper handling and care of furnishings is observed.

Coordinates the preparation and execution of multiple events in dining areas and assures that adequate food, wines, liquors and other staples are available; plans and directs fluctuating staff to accomodate a series of breakfasts, luncheons, teas, dinners, garden parties, barbecues, scheduled for both the Presidential Family as well as for those involving public officials and foreign visitors where State Department requirements are interposed, necessitating the widest scope of versitility and utilization of employee force to meet those requirements.

Supervision Received: Incumbent receives work assignments from the Head Usher in broadest terms leaving incumbent free to develop own methods and procedures for accomplishment of work. Supervisor is interested only in quality end results and requires only periodic consultation contacts to relay change orders, otherwise is dependent on incumbent to determine what specific items he should be informed about.

Lewis Simmons
Melvin Pearson
Edward Windsor
John Gardosik

OPERATING ENGINEER

Performs maintenance and repair on a wide variety of types and sizes of installed refrigerating units such as dehumidification and air conditioning equipment, air filtering, cold-storage units, walk-in refrigerators, domestic refrigerators, and water coolers; high and low pressure steam lines; and a water treatment system.

In preventative maintenance, diagnosis trouble, repairs or replaces all or any parts of mechanisms, such as thermostats, pressurestats, humidistats, relays, switches and pneumatic controls. Observes and tests for correct operation of all parts of the heating and refrigeration cycle. Check electronic temperature board to determine if individual White House rooms are at prescribed temperatures. Spends considerable amount of time cleaning scale from cooling equipment by adding chemicals (chromate, acids, etc.) to tubes in chiller system. Assists in the general cleaning of air ducts once a year.

Performs diagnosis and testing and major repairs and overhaul of heating and refrigeration equipment. Working alone or with assistance of one or more Operating Engineers, dismantles heating, refrigeration, or air-conditioning units and cleans all component parts. Examines for wear or damage, replaces parts and/or repairs deficiencies of compressors, condensers, receivers, expansion or pressure valves, and controls. Install and fits connecting rods, crank shafts, pistons, rings, brushings, pulleys belts, fans, and fly wheels.

Overhauls and repairs ventilating equipment by cleaning, lubricating, replacing bearings, shafts, and straightening fan blades. Examines for defects and makes necessary repairs to latches, seals, hinges, insulation, and ventilation of refrigeration boxes.

Installs or relocates refrigerating and air-conditioning equipment; disconnects and reruns all refrigerant lines; tests for leaks, connects operation, and proper functioning of controls, making any necessary repairs or adjustments.

Checks all heating and air-conditioning equipment three or more times a day by reading temperature and pressure gauges, bearing temperatures, belts, etc.

May also be required to perform other incidental duties such as: splitting, chapping, and carrying of firewood for 35 White House fireplaces, laying of wood in fireplace for burning; raise and lower flag over the White House; minor plumbing duties during weekends, etc.

Supervision Received:

Incurbent operates under the general supervision of Operating Engineer Foreman. Work assignments are usually given orally and are made in general terms. Work is spot-checked for acceptability and general performance. Guidelines consist of manufacturers' operation and repair manuals.

Position Description

THE WHITE HOUSE
WASHINGTON, D.C.

VACANCY ANNOUNCEMENT

No: WH-78-1
ISSUING DATE: ~~April 3, 1978~~
CLOSING DATE: ~~April 17, 1978~~

Oct 1, 1979
Oct 30, 1979

AREA OF CONSIDERATION: Executive Residence
The area of consideration may be expanded in accordance with the provisions of the Merit Promotion Plan, to include transfer and reinstatement eligibles as well as candidates certified on a Civil Service Commission Certificate of Eligibles.

The Office of the Chief Usher is accepting applications for the purpose of filling the vacancy listed below. Applications are welcome from interested and qualified employees. All Applicants will receive consideration without regard to age, sex, race, creed, color, national origin, religion, or political affiliation.

POSITION TITLE, SERIES AND GRADE:

Operating Engineer, ER-5402-16
Salary Range: 6.03 to 7.03 per hour

LOCATION: Executive Residence
Washington, D.C.

BRIEF STATEMENT OF DUTIES: Performs maintenance and repair on a wide variety of types and sizes of installed refrigerating units such as dehumidification and air conditioning, air filtering, cold-storage units, walk-in refrigerators, domestic refrigerators, and water coolers; high and low pressure steam lines; and a water treatment system. Checks all heating and air conditioning equipment three or more times a day by reading temperature and pressure gauge, bearing temperatures, belts, etc.

QUALIFICATIONS REQUIRED: As required in Civil Service Commission Qualificaton Handbook XI18C, applicants must possess the following skills, knowledges, and abilities which are considered essential to sucessful job performance:

- a. Ability to perform the duties of the position without more than normal supervision. SCREEN OUT ELEMENT.
- b. Knowledge of equipment assembly, installation repair, etc.
- c. Knowledge of technical practices.
- d. Ability to use measuring instruments.
- e. Ability to interpret instructions, specifications.

PRIVACY ACT INFORMATION: The application you submit for this position contains information subject to the Privacy Act of 1974 (P.L. 93-579, 5 U.S.C. 522a). We are required to provide you with information regarding our authority and purposes for collecting this data, the routine uses which will be made of it, the effect, if any, of nondisclosures. You are entitled to the same information as it pertains specifically to disclosure of your social security number. Any questions you may have regarding Privacy Act regulations and the rights they extend can be obtained by calling 426-6654.

TO APPLY: Applicants must submit an up-to-date SF-171 "Applification for Employment", directly to the Chief Usher.

THE WHITE HOUSE
WASHINGTON, D.C.

VACANCY ANNOUNCEMENT

No: WH-78-1
ISSUING DATE: October 1, 1979
CLOSING DATE: October 30, 1979

AREA OF CONSIDERATION: Executive Residence
The area of consideration may be expanded in accordance with the provisions of the Maerit Promotion Plan, to include transfer and reinstatement eligibles as well as candidates certified on a Civil Service Commission Certificate of Eligibles.

The Office of the Chief Usher is accepting applications for the purpose of filling the vacancy listed below. Applications are welcome from interested and qualified employees. All Applicants will receive consideration without regard to age, sex, race, creed, color, national origin, religion, or political affiliation.

POSITION TITLE, SERIES AND GRADE:

Operating Engineer, ER-5402-16
Salary Range: 6.03 to 7.03 per hour

6.36 - 7.43
6.71 - 7.84

12,543 To 14,623
13,229 To 15,455
13,957 To 16,307

LOCATION: Executive Residence
Washington, D.C.

BRIEF STATEMENT OF DUTIES: Performs maintenance and repair on a wide variety of types and sizes of installed refrigerating units such as dehumidification and air conditioning, air filtering, cold-storage units, walk-in refrigerators, domestic refrigerators, and water coolers; high and low pressure steam lines; and a water treatment system. Checks all heating and air conditioning equipment three or more times a day by reading temperature and pressure gauge, bearing temperatures, belts, etc.

QUALIFICATIONS REQUIRED: As required in Civil Service Commission Qualificaton Handbook XI18C, applicants must possess the following skills, knowledges, and abilities which are considered essential to sucessful job performance:

- a. Ability to perform the duties of the position without more than normal supervision. SCREEN OUT ELEMENT.
- b. Knowledge of equipment assembly, installation repair, etc.
- c. Knowledge of technical practices.
- d. Ability to use measuring instruments.
- e. Ability to interpret instructions, specifications.

PRIVACY ACT INFORMATION: The application you submit for this position contains information subject to the Privacy Act of 1974 (P.L. 93-579, 5 U.S.C. 522a). We are required to provide you with information regarding our authority and purposes for collecting this data, the routine uses which will be made of it, the effect, if any, of nondisclosures. You are entitled to the same information as it pertains specifically to disclosure of your social security number. Any questions you may have regarding Privacy Act regulations and the rights they extend can be obtained by calling 426-6654.

TO APPLY: Applicants must submit an up-to-date SF-171 "Applification for Employment", directly to the Chief Usher.

THE WHITE HOUSE
WASHINGTON, D.C.

VACANCY ANNOUNCEMENT

No: WH-78-1
ISSUING DATE: October 1, 1979
CLOSING DATE: October 30, 1979

AREA OF CONSIDERATION: Executive Residence
The area of consideration may be expanded in accordance with the provisions of the Merit Promotion Plan, to include transfer and reinstatement eligibles as well as candidates certified on a Civil Service Commission Certificate of Eligibles.

The Office of the Chief Usher is accepting applications for the purpose of filling the vacancy listed below. Applications are welcome from interested and qualified employees. All Applicants will receive consideration without regard to age, sex, race, creed, color, national origin, religion, or political affiliation.

POSITION TITLE, SERIES AND GRADE:

Operating Engineer, ER-5402-16
Salary Range: 6.03 to 7.03 per hour

LOCATION: Executive Residence
Washington, D.C.

BRIEF STATEMENT OF DUTIES: Performs maintenance and repair on a wide variety of types and sizes of installed refrigerating units such as dehumidification and air conditioning, air filtering, cold-storage units, walk-in refrigerators, domestic refrigerators, and water coolers; high and low pressure steam lines; and a water treatment system. Checks all heating and air conditioning equipment three or more times a day by reading temperature and pressure gauge, bearing temperatures, belts, etc.

QUALIFICATIONS REQUIRED: As required in Civil Service Commission Qualificaton Handbook XI18C, applicants must possess the following skills, knowledges, and abilities which are considered essential to sucessful job performance:

- a. Ability to perform the duties of the position without more than normal supervision. SCREEN OUT ELEMENT.
- b. Knowledge of equipment assembly, installation repair, etc.
- c. Knowledge of technical practices.
- d. Ability to use measuring instruments.
- e. Ability to interpret instructions, specifications.

PRIVACY ACT INFORMATION: The application you submit for this position contains information subject to the Privacy Act of 1974 (P.L. 93-579, 5 U.S.C. 522a). We are required to provide you with information regarding our authority and purposes for collecting this data, the routine uses which will be made of it, the effect, if any, of nondisclosures. You are entitled to the same information as it pertains specifically to disclosure of your social security number. Any questions you may have regarding Privacy Act regulations and the rights they extend can be obtained by calling 426-6654.

TO APPLY: Applicants must submit an up-to-date SF-171 "Applification for Employment", directly to the Chief Usher.

OPERATIONS FOREMAN.

The incumbent's responsibilities include the supervision over such activities as:

Preparing the White House for visitor tours in the East Room, China Room Foyer, Ground Floor Hall, Blue Room, Red Room, etc. This requires the placement of stanchions' and ropes for visitor control; and the rolling up and storing of rugs and placement of mats in their place.

Cleaning of six storage rooms and various halls, roofs, floors, stairwells, elevator tracks, etc. which have been assigned to this organization for cleaning. The vacuuming of rugs in halls and offices is also performed by this section.

Rearrangement of furniture which involves moving furniture in and out of rooms; changing furniture, rugs, and paintings; taking curtains down for cleaning and rehangng; and packing items for the First Family.

Setting up for social functions which includes such tasks as assembling stages and stage lighting systems for entertainers; setting-up tables for breakfast, dinners, luncheons, receptions, etc.; bringing up chairs from storage areas for social functions and returning them to same; laying and removing carpets; and arranging furniture and materials ordered for the various units.

Supervisory Duties

The incumbent is assigned specific work projects and plans daily or weekly work schedules and sequences of operations; establishing deadlines on the basis of general work schedules, methods and policies established by the Chief Usher. He determines how many assignments can be accomplished at the same time or which must be delayed; the number and types of employees needed considering skills and personnel available to do the work; and the availability of materials and equipment required. He organizes subordinates into one or more effective working units; selecting individual workers and assigns the particular work or tasks to be performed. He explains work requirements, methods, and procedures as needed; defines the standards of quality and quantity to be met; instructs subordinates on difficult work operations; changes work plans and assignments as necessary to accomplish the work of the unit; and coordinates the work of his unit with supervisors of other units that may be involved. He inspects work during progress and upon completion, issuing instructions to make necessary corrections. The incumbent exercises supervision over a work force of 5 to 10 Operation Aids.

The incumbent may also be required to perform such non-supervisory duties as:

Acting as time and attendance clerk for approximately 80 personnel on the White House Administrative payroll. Maintains records for overtime, sick and annual leave. Is also responsible for the preparation and submission of White House Social Function sheets, assuring correct distribution of work units performed.

Ordering of supplies for White House (mops, deodorizers, brooms, cleaning supplies, waxes, insecticides, etc.) and picking up supplies and materials ordered for the various housekeeping units.

Supervision Received

Incumbent operates under the general supervision of the Chief Usher. Assignments are usually given orally and completed work is reviewed for meeting quality standards and time limitations.

ASSISTANT OPERATIONS FOREMAN

The incumbent of this position operates under the general supervision of the Operations Foreman and acts as a full assistant to that position. His work is spot checked for adequacy.

Supervisory Duties

Refer to the Operations Foreman position description which describes the incumbent's supervisory duties when he acts as Foreman.

Non-Supervisory Duties

Incumbent will also be required to perform non-supervisory duties when not acting as a Foreman. Refer to the Operations Aid position description which describes these non-supervisory responsibilities.

Paul Marcey
Richard Coherd
Bradley Snyder
Alvin Pearson

OPERATIONS AID

Performs most or all of the following Operations type duties which are typical but not necessarily all-inclusive:

Carries chairs, stage assemblies, tables, etc. and places in designated location for social functions; assembles platforms for entertainers. Removes furniture from room when appropriate and returns furniture to storage area after function is over.

Cleans assigned offices, storerooms, toilets, corridors, stairways, and other areas by sweeping, mopping, waxing, polishing floors and vacuuming rugs. Uses mops, brushes, brooms, cloths, and cleaning solutions.

Moves furniture when White House rooms are undergoing renovation or are being redecorated. May also be required to change rugs and paintings; takes down curtains for replacement or cleaning; and on occasion may assist the other shops in the performance of their duties.

Places stanchions, screens and ropes to guide tourists taking daily White House tours. Also required to roll-up rugs and replace with mats prior to beginning of tour. The above items are removed and placed in storage as soon as tours are finished for the day.

May also be required to assist in the Guide Book operation. Places bookcase in proper location; sets up display tables, replenishes supply of books for bookcase; obtains change for sellers; and unloads books from trucks for storage.

Is responsible for other duties as assigned.

Supervision Received:

Incumbent works under the general supervision of the Maintenance Worker Foreman. Assignments are usually given orally and work is spot-checked for adequacy.

PAINTER FOREMAN

The incumbent has full supervisory responsibility over painting work operations at the White House.

As supervisor over the White House painting operations the incumbent is assigned specific work projects and plans daily or weekly work schedules and sequences of operations, establishing deadlines on the basis of general work schedules, methods and policies established by the Chief Usher. He determines how many assignments can be accomplished at the same time or which must be delayed; the number and types of employees needed considering skills and personnel available to do the work; and the availability of materials and equipment required. He organizes subordinates into one or more effective working units; selecting individual workers and assigns the particular work or tasks to be performed. he explains work requirements, methods, and procedures as needed; defines the standards of quality and quantity to be met; instructs subordinates on difficult work operations; changes work plans and assignments as necessary to accomplish the work of the unit; and coordinates the work of his unit with supervisors of other units, National Park Service representatives or outside contractors that may be involved. He inspects work during progress and upon completion, issuing instructions to make necessary corrections. The incumbent exercises supervision over a work force of 4 to 7 painters.

When not acting in a supervisory capacity the incumbent may be required to perform some of the following non-supervisory duties:

Paints and/or refinishes the interior and exterior of the White House Mansion.

Prepares surfaces for painting by removing old paint and dirt through washing, scraping, burning, sanding, or utilizing paint removers. Repairs holes and cracks in surfaces preparatory to painting.

Mixes or blends pigments, considering tinting strength of pigment with oil, thinners, and other ingredients to obtain a paint, pigmented dope, or other type of surface coating mixture having a contrasting or matching shade, and having a consistency that will brush evenly or smoothly, or one that can be used in a spray gun without clogging and will flow consistently when sprayed. Makes color mixture in consideration of the usual change of color tone which occurs after drying so that the applied surface coating will match or contrast after it has dried. Brushes a test patch on the surface to see if color varies the mixture by adding pigment, oil, or other ingredient to correct the color. In blending pigments, considers their color, how these relate to each other, and how they are combined to achieve a specific hue.

Finishes or refinishes historic or antique White House furniture, fireplaces, chandeliers, sconces, picture frames, doors, etc. Removes old finish by sanding, rubbing with steel wool, or using removal solvents. Sands cracks with shellac or wood filler, sanding the fill-in material to achieve a smooth surface with the mixed staining and covering material. Alternates applications with rubbing down until shade, tone, and durability of surface is achieved. Polishes stained or varnished surfaces by rubbing down with oil, pumice or rottenstone, water, and pad. Applies various decorative finishes such as glazing, graining, marbling,

and others. Of special significance is the requirement to match the coating of various items so they will match the finish of existing antiques.

May also perform sign painting, paper hanging and window glazing in conjunction with the above duties.

Will occasionally be required to review plans and specifications for special projects which are being designed and/or constructed by the National Park Service, private interior decorators or outside contractors. May also act as a construction representative on painting projects being performed by private decorators or contractors.

Supervision Received:

Receives only general administrative supervision from the Chief Usher. Assignments are usually given orally and completed work is reviewed for meeting quality standards and time deadlines. The incumbent receives little or no technical supervision.

Pantrywoman

In charge of two pantries and is responsible for checking all glassware and silverware to assure that is in presentable condition for use. Washes dishes using automatic dishwasher or washes by hand. Cleans silverware using standard cleaners and polishes. Keeps counter clean and also has responsibility for keeping the family dining room clean by dusting, washing and polishing equipment therein.

Is responsible for supervising temporary pantry help in clean up of dishes following each course and in stacking of dishes. Creams butter and makes butterballs into varying designs; also makes hors d' oeuvres and salads.

Removes foods from food elevator and places in warming ovens or refrigerator for butlers to serve. Schedules delivery of food from kitchen bases on progress of dinner and activity of butlers.

In absence or preoccupation of butlers, as well as in an assisting capacity, cleans, dusts furniture, washes antique dishes, etc., in State Dining Room, Family Dining Room and Family Dining Room on 2nd Floor; assists in setting up tables participating in a team effort.

Places compotes for candy and nuts on tables; set out cigarette in holders; sets salt dishes at appropriate table placements.

Answers phone in pantry and takes messages from or for family; if butlers are involved advises them of instructions; learns what each family members likes, how when and makes wants known to butlers, etc.

Requests food supplies from kitchen to decorate such items as platters and sandwich tray and makes both volume and variety of sandwiches depending on size of group.

Supervision Received: Receives work assignments from the Maitre d' who assigns work in general terms and makes walk through inspections to determine whether work is acceptable. Gives advice and guidance on special events.

PIPEFITTER

Performs maintenance and repair on a wide variety of plumbing systems and facilities which include approximately 48 restrooms, 18 acres of irrigated lawn, 100 steam traps, and virtually miles of steam, water, gas, and sewer lines located in and around the White House.

In this regard, the incumbent plans work methods, estimates necessary materials such as pipe, fittings, and fixtures in this size, types, or lengths needed to meet requirements of the job; interprets blueprints and drawings, and follows job through to completion.

Locates and marks spots for opening in walls, ceilings, and floors through which pipes are to pass or in which equipment will be installed. Insures that holes or other openings will be properly placed to avoid obstructions and structural weaknesses.

Repairs assemblies for installation; performs cutting, threading, and pipe bending operations; determines and makes guide lines; cuts or bends points on pipe sections. Places and connects air, natural gas, sewage, and water fixtures and facilities such as hydrants, water mains, water closets, lavatories, showers, sinks, dishwashing machines, stoves, etc.

Performs the assembling of lead pipe sections and fittings, and the hanging or laying of assemblies into position. Matches flanges of adjacent assemblies, fits gaskets, and holds pipe together. Caulks flanged joints for sealing. Tests joints and pipe systems for leaks by filling with water under pressure and checking gauges for loss of pressure, or by introducing smoke. Wipes joints on lead, brass, or copper pipes.

Conducts a planned preventative maintenance program and answers emergency calls. This involves periodically checking piping, fittings, and fixtures for defective parts or connections; disassembling and repairing the damaged sections, fabricating replacements, and checking and repairing automatic sprinkler control gauges to insure maintenance of adequate water pressure.

Will occasionally be required to perform acetylene torch and electric arc welding on a variety of metals including aluminum, black iron, and structural steel in sheet, bar, rod, and tubing form to unite metallic parts by fusion. May also fabricate and assemble sheet metal items by cutting heavy gauge metal of steel, galvanized iron and angle, bar, and flat steels, copper, or aluminum in varying thickness.

May also be required to assist other crafts or perform other non-related duties as necessary.

Supervision Received:

Functions under the general supervision of the foreman. Work is performed in accordance with the supervisor's oral instructions, work orders, or lay-out sketches; is subject to spot-check or general review by the supervisor.

PLUMBER FOREMAN

Is responsible for the maintenance and repair of a wide variety of plumbing systems and facilities which include approximately 48 restrooms, 18 areas of irrigated lawn, 100 steam traps, and virtually miles of steam, water, gas, and sewer lines located in and around the White House.

As Foreman or supervisor of this operation the incumbent is assigned specific work projects and plans daily or weekly work schedules and sequences of operations, establishing deadlines on the basis of general work schedules, methods and policies established by the Chief Usher. He determines how many assignments can be accomplished at the same time or which must be delayed; the number and types of employees needed considering skills and personnel available to do the work; and the availability of materials and equipment required. He organizes subordinates into one or more effective working units; selecting individual workers and assigns the particular work or tasks to be performed. He explains work requirements, methods, and procedures as needed; defines the standards of quality and quantity to be met; instructs subordinates on difficult work operations; changes work plans and assignments as necessary to accomplish the work of the unit; and coordinates the work of his unit with supervisors of other units, National Park Service representatives or outside contractors that may be involved. He inspects work during progress and upon completion, issuing instructions to make necessary corrections. The incumbent exercises supervision over a work force of 1 to 3 pipefitters and plumbers.

While functioning in a non-supervisory capacity the incumbent plans work methods, estimates necessary materials such as pipe, fittings, and fixtures in the size, types, or lengths needed to meet requirements of the job; interprets blueprints and drawings, and follows job through to completion.

Locates and marks spots for opening in walls, ceilings, and floors through which pipes are to pass or in which equipment will be installed. Insures that holes or other openings will be properly placed to avoid obstructions and structural weaknesses.

Repairs assemblies for installation; performs cutting, threading, and pipe bending operations; determines and makes guide lines; cuts or bends points on pipe sections. Places and connects air, natural gas, sewage, and water fixtures and facilities such as hydrants, water mains, water closets, lavatories, showers, sinks, dish-washing machines, stoves, etc.

Performs the assembling of lead pipe sections and fittings, and the hanging or laying of assemblies into position. Matches flanges of adjacent assemblies, fits gaskets, and holds pipe together. Caulks flanged joints for sealing. Tests joints and pipe systems for leaks by filling with water under pressure and checking gauges for loss of pressure, or by introducing smoke. Wipes joints on lead, brass, or copper pipes.

Conducts a planned preventative maintenance program and answers emergency calls. This involves periodically checking piping, fittings, and fixtures for defective

parts or connections; disassembling and repairing the damaged sections, fabricating replacements, and checking and repairing automatic sprinkler control gauges to insure maintenance of adequate water pressure.

Will occasionally be required to perform acetylene torch and electric arc welding on a variety of metals including aluminum, black iron, and structural steel in sheet, bar, rod, and tubing form to unite metallic parts by fusion. May also fabricate and assemble sheet metal items by cutting heavy gauge metal of steel, galvanized iron and angle, bar, and flat steels, copper, or aluminum in varying thicknesses.

May be required to review plans and specification for special projects which are being planned and designed by National Park Service or constructed by private contractors. Will also occasionally act as a construction representative on projects being constructed by private contractors.

Supervision Received:

Receives only general administrative supervision from the Chief Usher. Assignments are usually given orally and completed work is reviewed for meeting quality standards and time limitations. The incumbent receives little or no technical supervision.

107-7

Transportation Specialist

Serves as transportation specialist for the White House. Arranges transportation out of town for Presidential Family and Press Section; makes advance trips to locations to set up hotel accommodations, press room arrangements; engages baggage vehicles for pick-up at airport and hotels (in and out); arranges for suitable personal vehicles for the staff and provides bus transportation for staff press and general press. Applies good knowledge of schedules and serves as liaison with the military in arranging for delivery of baggage, special equipment, personnel, etc., to meet departure requirements of the President, for both official business, state affairs, and political campaigning.

Performs other transportation duties and responsibilities on a day-to-day basis for the White House staff which involves driving of station wagon and providing other chauffeur services, e.g. makes pick-up and delivery of packages to and from mail room in the Executive Office Building. Makes pick up and deliveries to the Maintenance Office which involves equipment and supplies from various supply houses for paint, lumber, hardware, etc. Other pick up and delivery tasks involves storeroom items at grocery, pharmaceutical, cleaning and department stores. Also provides chauffeur service to the Housekeeper to and from various shopping centers.

Makes hand delivery of letters and other communications from the Head Usher's Office to other government offices throughout city.

Supervision Received: Works under the immediate supervision of the Head Usher who makes work assignments based on requests emerging from the needs of the President and 1st Family and then on requirements of the various component organizations comprising the Head Usher's responsibility. Incumbent is expected to complete assignments expeditiously and remain on stand-by call.