**Job Description**

**Housekeeping Supervisor for Sterling College Service Department**

**Reports to:** Director of Physical Plant

**Description:**

This person is responsible for the supervision of the Housekeeping department employees and maintaining the janitorial condition of all buildings on campus. This is a working position that will require physical labor.

**Qualifications:**

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College.

Other qualifications include:

* Excellent people and communications skills.
* Ability to communicate and work effectively with staff, faculty and students.
* Strong organizational skills.
* Ability to work closely with others in a team environment.
* Basic computer skills
* Valid driver’s license.

**Responsibilities:**

* Supervise all Housekeeping employees
* Assist in managing student workers
* Monitor buildings for cleanliness
* Manage all paperwork involved with position
* Help control departmental spending
* Work with other departments for special events
* Deal with custodial vendors and keep inventory stocked
* Other duties as assigned to support the overall success of Sterling College.

**Education/Experience:**

* Experience in cleaning is preferred but not required for the right candidate.

**To Apply Go To:** <http://www.sterling.edu/employment>