

STERLING COLLEGE

Job Description

Housekeeper

Reports to: Housekeeping Supervisor

Classification: Full-time, hourly (non-exempt)

Description:

The purpose of this position is to ensure the cleanliness of rooms and public spaces on campus. The Housekeeping position will come in contact with residents, employees and guests and will need to have positive interactions with all people. Housekeepers play an important role on our campus daily.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Must be able to effectively communicate both verbally and in writing.
- Must report to work on time.
- Good problem solving abilities.
- Knowledgeable about industry standards.
- Must be able to push, pull, and lift a minimum of 25 pounds.
- Must be able walk up and down stairs and climb ladders.

Responsibilities:

- Reports to the Housekeeping Supervisor who is responsible for direction of Housekeeping services.
- Clean and sanitize public spaces, bathrooms, classrooms, meeting rooms, and offices.
- Strip, clean, buff and apply floor finish to hard surface floors.
- Shampoo carpets.
- Use and maintain equipment for the general maintenance of floors, carpets, furniture, etc.
- Lock and unlock assigned buildings, secure buildings when not in use, turn off lights, close windows, and report any unauthorized occupants.
- Manages all required paperwork.
- Provide excellent customer service in meeting the needs of students and employees.
- Perform other duties that may be assigned by the Housekeeping Supervisor.

Education/Experience:

- High School or G.E.D.
- Previous cleaning experience

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.