

Job Description

JOB TITLE: Housekeeping Specialist
DEPARTMENT: Housekeeping
REPORTS TO: Director of Operations

UNIVERSITY MISSION: Rochester University prepares students for professional and personal success as they serve in God's world.

POSITION SUMMARY: The Housekeeping Specialist is responsible for the cleaning and maintenance of the college campus facilities in accordance with departmental standards and expectations. The goal of this position is to provide a clean, sanitary, comfortable, orderly, and satisfying environment for the students, faculty, staff, and other guests. This position will also be responsible for completing special tasks as assigned to them that can include maintenance and grounds tasks. Schedule for position is Sunday – Thursday and the shift is flexible.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- High School Diploma/GED
- 1-2 Years of professional work experience in the industry or related field (preferred)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sweep, vacuum and mop floors, hallways, and stairways using approved cleaning products as required/needed
- Strip, wax, seal, and buff various floor surfaces
- Maintain clean and sanitary conditions in assigned areas as well as across the campus
- Available for after-hours /weekend emergency calls and snow removal
- Uses all supplies in an economical, appropriate, and prudent manner
- Cooperates with other employees to maximize efficiency and contribute to department and community morale.
- Clean public areas including restrooms, hallways, and lobbies
- Clean walls, floors, ceilings, fixtures, and furniture as needed
- Empty trash containers in public areas inside and outside
- Clean dorm rooms based on the needs of the business
- Promote an inclusive Rochester through demonstration of our Diversity Statement. Participate in developmental activities to increase understanding and awareness of issues related to diversity, equity and inclusion both individually and as related to my field of work, profession or discipline.

REQUIRED SKILLS AND ABILITIES:

- Self-starter with the ability to work independently and as part of a team
- Basic computer skills to include email, calendar, and the use of a work order system
- Possess a proactive sense of urgency to complete work requests
- Display a positive, proactive attitude toward delivering superior customer service
- Ability to lift and move up to 75 pounds
- Ability to stand for long periods of time and perform manual labor
- Ability to maintain a consistent, reliable work schedule
- Supportive of the University mission. Indicators of this support include a demonstrated personal faith in Jesus Christ and being active in a local church.