



Housekeeper

POSITION: Housekeeper
SUPERVISOR: Housekeeping Supervisor
DEPARTMENT: Facilities Department

GENERAL JOB DESCRIPTION

We are looking to hire a Housekeeper to join our cleaning team. You will be responsible for cleaning rooms and common areas, disposing of trash, restrooms, and notifying maintenance of any issues. You should be able to lift 25 pounds and have an eye for cleanliness. We are looking for a professional Housekeeper able of attending to our facilities with integrity and attention to detail.

MAJOR DUTIES AND RESPONSIBILITIES

- Performs cleaning and janitorial duties, which include sweeping, mopping, scrubbing and vacuuming;
- Gathers and empties trash and cleans whiteboards;
- Service, clean and supply restrooms;
- Clean and polish furniture and fixtures;
- Wash windows, doors and mirrors as needed;
- Clean all desks, counters, and baseboards;
- Annually cleans all walls, light fixtures, ceilings, shampoos carpets, washing lockers and vacuuming cold air registers;
- Requires working in damp, dusty and dirty areas. Must clean human waste and other bodily fluids as required;
- Must handle various cleaning solvents, chemicals, etc. Must comply with all regulations such as OSHA, EPA, and State Health Department regulations;
- Replaces burnt out light bulbs;
- Reports major repairs to the supervisor or the Director of Facilities;
- Reports supply orders to the supervisor;
- Assists and reports any safety hazards to the supervisor;
- Assist in painting and refurbishing the interiors of the dorms, houses and buildings as needed; and
- Able to work overtime and weekends as needed by the university to ensure the campus cleanliness.

QUALIFICATIONS/SKILLS/ABILITIES FOR THE JOB

- Person must be able to perform each essential duty satisfactorily;
- Ability to work with little supervision and maintain a high level of performance
- Customer-oriented and friendly
- Prioritization and time management skills
- Working quickly without compromising quality
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form;
- Ability to deal with solving minor problems that might arise;
- Ability to communicate both orally and written with faculty, staff and students;
- Must be self-motivated, aware of surroundings and detail oriented;
- Must be capable of working in an environment in which demands and priorities change rapidly;
- Able to take direction and work independently with minimal supervision;
- Able to work alone or in a team environment;
- Physically able to lift, bend, stoop, climb and reach;
- Possess positive teamwork attitude; and
- Perform other related duties incidental to the work described herein.

KEY COMPETENCIES

Interdependence: Fosters collaboration

Communication: Strong decision making and communication skills

Accountability: Formulates effective and progressive strategies aligned with University mission and values

Respect: Creates an engaging, collaborative work environment by bringing diverse people and ideas together.

Entrepreneurship: Influences and Inspires



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost Equity, Access, & Opportunity/Title IX Coordinator.

Tiffin University is an Equal Opportunity Employer