



## Housekeeper

<b>POSITION:</b>	Housekeeper
<b>SUPERVISOR:</b>	Housekeeping Supervisor
<b>DEPARTMENT:</b>	Facilities Department
<b>LOCATION:</b>	Tiffin University, Tiffin, OH
<b>JOB TYPE:</b>	Full-time

**Tiffin University** is seeking dedicated and detail-oriented individuals to join our Housekeeping Department. The Housekeeper helps to maintain the cleanliness and upkeep of our campus facilities, providing a welcoming and hygienic environment for students, staff, faculty, and visitors.

Tiffin University offers excellent benefits. All full-time employees of Tiffin University are eligible for our benefits package, which includes medical, dental, and vision insurance, health savings account with employer incentive contribution, employer paid life insurance and long-term disability, supplemental life insurance options and short-term disability, 403b retirement with employer match, time off (annual and sick leave), paid observed holidays, tuition assistance and reimbursement, and employee assistance program.

### Responsibilities:

- Clean and maintain assigned areas of campus buildings, including classrooms, offices, restrooms, and common areas.
- Dust, vacuum, sweep, and mop floors, as well as empty trash and recycling bins.
- Clean windows, walls, and other surfaces as needed.
- Report any maintenance or safety issues to the supervisor.
- Ensure cleaning supplies and equipment are in proper working condition.
- Follow all safety and sanitation protocols.
- Perform other related duties as assigned by the Housekeeping Supervisor.

### Qualifications:

- Previous housekeeping or custodial experience preferred but not required.
- Ability to follow instructions and work independently.
- Attention to detail and strong organizational skills.
- Ability to lift up to 30 pounds and stand for long periods.
- Positive attitude and a strong work ethic.

Reviewed by HR on 08/2025



- Excellent communication skills and the ability to interact professionally with others.
- All employment offers are contingent upon the successful passage of a pre-employment criminal background check.

## KEY COMPETENCIES

*Interdependence:* Fosters collaboration

*Communication:* Strong decision-making and communication skills

*Accountability:* Formulates effective and progressive strategies aligned with the University's mission and values

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

*Entrepreneurship:* Influences and Inspires

## EMBRACING OUR GUIDING PRINCIPLES

**VISION STATEMENT** – The vision for Tiffin University is to become *A premier university for challenging students to enhance their global competencies and 21st-century skills for success in a diverse world.*

**MISSION STATEMENT** – The mission of Tiffin University is to *Educate students by linking knowledge to professional practice.*

**CORE VALUES** – The values of Interdependence, Communication, Accountability, Respect, and Entrepreneurship comprise the ICARE values of Tiffin University.

*Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.*



*Tiffin University is an Equal Opportunity Employer*