

Housekeeper

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| POSITION: | Housekeeper |
| SUPERVISOR: | Director of Physical Plant |
| DEPARTMENT: | Facilities Department - Housekeeping |
| LOCATION: | On-campus, located in Tiffin, OH |
| JOB TYPE: | Full-time & Part-time Available (various hours and shifts available) |
| SOC CODE: | 37-2012 |

General Job Description for Housekeeper:

Tiffin University is seeking dedicated and detail-oriented individuals to join our Housekeeping Department. We are offering both part-time and full-time positions, with very flexible hours and shifts. 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.

Major Duties and Responsibilities for Housekeeper:

- 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 supervisor.

Qualifications for the Housekeeper:

- 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.
- 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.

Full-time Benefits at Tiffin University:

At Tiffin University, we believe in taking care of our employees. That's why all full-time employees enjoy a comprehensive benefits package designed to support their health, financial security, and work-life balance:

- Medical, dental, and vision insurance to keep you and your family healthy.
- Health Savings Account with annual employer incentive contribution & Flex Spending Account with



options to save pre-tax dollars for medical, dental, and vision expenses.

- Employer-paid basic life insurance and long-term disability, plus voluntary plans for supplemental life insurance and short-term disability.
- A 403(b) retirement plan with employer matching contributions to help you plan for the future.
- Generous paid annual and sick leave, plus paid holidays throughout the year.
- Educational tuition benefits for you and eligible family members.
- Access to a confidential Employee Assistance Program (EAP) for personal and professional support.

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.



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