Resident Life Housekeeping - Job Code 518
Department: Resident Life

Basic Function: Under the direct supervision of the Lead Housekeeper of Resident Life, the Housekeeper is responsible for the daily organization and maintenance of the Resident Housing including North Hall, Pillsbury Huff and Spartan Village.

Responsibilities and Authority:
This staff member is responsible for and has commensurate authority to accomplish the duties as follows:
1. Clean all rooms, suite and apartments in preparation for new students and summer camps.
2. Keep all storage areas clean and organized.
3. Perform special duties as deemed necessary by the Lead Housekeeper or Director of Resident Life.

Performance Measurement Criteria: An annual performance review is to be conducted by the Director of Resident Life. This review will include an assessment of the performance of all tasks related to the position; an analysis of the Housekeeper’s strengths and weaknesses based on a review of the job description and recent performance along with proposed personal and professional development.

Minimum Requirements:
Education and Experience: High School Diploma
Personal Qualities: Integrity, positive, detail-oriented, committed, confidentiality
Spiritual Qualities: Committed to Jesus Christ and a history of faithful participation in a local church
Interpersonal Skills: Self-disciplined, self-motivated, ability to work well with a variety of people
Other Desirable Qualities: Loyalty, committed to completing assigned tasks, and able to work for the common good of the College as a whole.

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