



POSITION ANNOUNCEMENT
Housekeeper/Set-Up

*Mount Vernon Nazarene University exists to shape lives through educating the whole person
and cultivating Christ-likeness for lifelong learning and service.*

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 37.5 hours a week, 12-month Set-Up Housekeeper for the Facilities Division on the Mount Vernon main campus. This position works Monday through Friday, with occasional weekend work. The position reports to the Housekeeping Coordinator and may receive general supervision from a shift Lead Housekeeper. A full complement of benefits is provided including a health care plan, retirement contributions and tuition assistance (for self and dependents). The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for this position include:

- Set-up, tear-down and moving furniture for campus events
- Cleans areas such as offices, classrooms, kitchens, living spaces, dormitories, laboratories, lobbies, locker rooms, stairways, corridors and elevators
- Cleans gym floors
- Cleans, sanitizes and deodorizes restrooms; restocks supplies
- Cleans multi-level stairwells, sidewalks and entrance ways
- Shovels snow and applies ice-melting material on entryways and steps around assigned buildings
- Maintains adequate supply of cleaning equipment/supplies and requests re-supply when needed
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service
- Assists in the instruction and supervision of student employees, as applicable
- Reports all repairs required and safety and fire hazards to supervisor
- Removal of trash and recycling from buildings on a daily basis
- Observes safety standards and practices
- Other duties as assigned

The above statements describe the general nature and level of work to be performed by an individual assigned to this position. This is not intended to be an exhaustive list of all responsibilities and duties required of the position.

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- High School diploma or GED (preferred)
- Excellent communication and interpersonal skills demonstrated by the ability to communicate with managers, co-workers, students and members of the general campus community in a courteous manner
- Demonstrates time management skills with the ability to work with little supervision
- Ability to meet clearly defined University cleaning standards within designated shift
- Ability to work alone or within a team to achieve cleaning standards without constant supervision
- Ability to operate large and small power driven equipment (vacuum sweeper, buffer, etc.)
- Previous related experience and knowledge of standard cleaning procedures (preferred)
- Valid and clear driver's license
- Ability to work various shifts and overtime, as required

Physical Requirements

- Ability to set-up, tear down, move furniture throughout buildings, and lift up to 80 pounds
- Ability to work with standard cleaning chemicals

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University

Human Resources

800 Martinsburg Road

Mount Vernon, OH 43050

Mount Vernon Nazarene University is committed to fostering a non-discriminatory campus environment in which community members can learn and work. MVNU prohibits discrimination on the basis of race, sex, age, color, national origin, disability, marital status, or military service in the operation of all University programs, activities, and services. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its Christian beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity to the fullest extent permitted by law. Thus, MVNU attempts to make all policies and decisions within the doctrinal and moral convictions of the Church of the Nazarene (e.g., Articles of Faith, Covenant of Christian Conduct including the Statement on Human Sexuality and Marriage, Covenant of Christian Character, and the Statement on Discrimination, 915).