



## **POSITION ANNOUNCEMENT**

### **Lead Housekeeper**

*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, Lead Housekeeper for its 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. The University pay grade for this position is "B". A full complement of benefits is provided including a health care plan, retirement plan, and tuition assistance (for self and dependents). The candidate will also receive generous holidays, and vacation and sick days.

#### **Responsibilities for this position include:**

- Supervises Housekeeping employees and processes including prioritizing daily work activities, evaluating outcomes and recommending changes
- Coordinates the cleaning and setups in Foster Hall and The Gathering Place
- Set-up, teardown and moving furniture for campus events
- Sustains professional communication with Event requestors, ensuring timelines and expectations are met
- Oversees training functions
- Organizes and conducts Housekeeping staff meetings
- Maintains inventory of supplies and makes or recommends purchases
- Serves as a resource to identify, research, and resolve problems and complaints
- Cleans and dusts areas such as offices, classrooms, kitchens, living spaces, dormitories, laboratories, lobbies, locker rooms, stairways, corridors, and elevators
- Cleans, sanitizes, and deodorizes restrooms; restocks supplies
- Cleans multi-level stairwells, sidewalks, and entranceways
- Shovels snow and applies ice-melting material on entryways and steps around assigned buildings
- 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
- Observes safety standards and practices

*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)
- Knowledge of related trade or department specific equipment, systems and procedures
- Demonstrated organizational, human relations and effective communication skills
- Demonstrates time management skills with the ability to work with little supervision
- Ability to operate large and small power driven equipment (vacuum sweeper, buffer, etc.)
- Possess a current Ohio's Driver's license and have the ability to operate University's vehicles and equipment
- Must pass background check and safe drivers check
- Ability to work various shifts and overtime, as required
- Must be punctual. Responsible and accountable

**Physical Requirements**

- Ability to set-up, tear down, move furniture throughout buildings.
- Ability to walk, stand or sit for long periods of time, frequent use of stairs, ability to lift 50 pounds.
- Ability to work with standard cleaning chemicals.

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto:humanresources@mvnu.edu) and complete the application, found at: <https://mvnu.edu/employment-opportunities/employment-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).