



## **POSITION ANNOUNCEMENT**

### **Part-Time 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 part-time, 25-hour a week, 12-month, Housekeeper/Custodian for the Facilities Division on the Mount Vernon main campus. The position reports to the Housekeeping Coordinator and may receive general supervision from a shift Lead Housekeeper/Custodian. The University pay grade for this position is "A". Occasional weekend hours may be needed. The candidate will receive generous holidays, vacation and sick days.

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

- Cleans and dusts areas such as offices, classrooms, kitchens, living spaces, dormitories, laboratories, lobbies, locker rooms, stairways, gym floors, corridors and elevators
- 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
- Observes safety standards and practices
- Set-up, tear-down and moving furniture for campus events

*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)
- Possession of an active and unrestricted driver's license
- 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)
- Knowledge of the English language, including the meaning of common words, phrases and terms as well as the ability to spell common words, and discuss daily work assignments
- 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 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

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. 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).