



Mid-Atlantic Christian University Announcement for Part-Time Staff Position

Housekeeper

Purpose: Maintains interior cleanliness and order of University Facilities

Reports to: Vice President for Finance

Category: Part-Time

Responsibilities:

The Housekeeper position contributes to the mission of MACU by ensuring that the MACU classrooms, offices and common areas are clean and functional. Also, communicates the mission, vision, and ministry of MACU with all constituents.

Essential Duties and Responsibilities include the following:

In addition to the tasks listed above the Housekeeper assumes the responsibility for the following positions:

- Keep facilities and common areas clean and maintained.
- Vacuum, sweep, and mop floors.
- Clean and stock restrooms.
- Clean up spills with appropriate equipment.
- Notify managers of necessary repairs.
- Collect and dispose of trash.
- Train student workers on cleaning and maintenance tasks
- Respond to employee/student complaints and special requests
- Set up, break down and cleaning for campus events
- Ordering supplies through vendors and local stores, maintain a supply of cleaning products, paper goods, vacuums, etc.
- Minor maintenance in facilities
- Ensure compliance with safety and sanitation policies in all areas
- Collection of washer, dryer money
- Monthly checking of fire extinguishers

Requirement:

- Work experience as a Housekeeper or similar role
- Hands-on experience with cleaning and maintenance tasks for large organizations
- Ability to use industrial cleaning equipment and products
- Excellent organizational and team management skills

- Ability to manage your time efficiently
- Work well unsupervised
- Stamina to handle the physical demands of the job
- Ability to live at least 25 pounds.
- Flexibility to work various shifts, including evenings and weekends
- High school diploma is a plus

Please send a resume and cover letter to the Vice President For Finance Sara E. Shepherd, sara.shepherd@macuniversity.edu

"The university is intentionally seeking ethnically and racially diverse persons for employment."

Mid-Atlantic Christian University, a private, faith based, four year college is committed to equality of educational opportunity and will not discriminate against applicants, students, or employees on the basis of race, color, national or ethnic origin, gender, age, disability, or prior military service. Federal guidelines (Sections 702-703 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of church related institutions to seek personnel who will support the goals of the institution. Being a student or employee at Mid-Atlantic Christian University requires a commitment and lifestyle consistent with the institution's mission and values.

Mid-Atlantic Christian University is accredited by:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, associate, and baccalaureate degrees.