

BELHAVEN UNIVERSITY

Housekeeper, Part-Time 20 Hours Monday - Friday

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

Description of Position

The housekeeping staff at Belhaven University will at all times uphold the mission and Christian aims and standards of Belhaven University. Must communicate and work with all parties to make Belhaven University a safe, clean and sanitary environment in which to live, learn and work.

Responsibilities

- Clean, sanitize and maintain assigned buildings, classrooms, offices and restroom facilities.
- Sweep, vacuum, mop, wax, strip and polish floors; vacuum and shampoo carpets.
- Dust and polish furniture, woodwork, fixtures and equipment; clean desks, tables, and counter tops; clean and polish metal work such as door panels and hand railings.
- Clean and sanitize restroom facilities and fixtures as assigned including sinks, urinals, and toilets; wash windows, mirrors and walls; clean and sanitize showers as assigned; replenish restroom supplies as needed.
- Sweep walks and entrances to buildings and classrooms including mats; pick up paper and other debris in assigned areas.
- Identify and report building maintenance needs in assigned buildings and facilities.
- Empty, clean and sanitize waste receptacles in assigned buildings, classrooms, offices, and facilities; clean windows, door glass and drinking fountains in assigned areas.
- Ensure housekeeping office, storage, and closets are secure, clean, organized, well maintained, and professional in appearance at all times.
- Follow directions on (MSDS) Material Safety Data Sheets as well as understand and follow chemical safety procedures.

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

Qualifications

- Time management skills and proven history of workplace punctuality.
- Attention to detail and meticulous use of proper safety procedures.
- Experience with a variety of cleaning products and tools.
- Self-directed and motivated.
- While performing the duties of this job, the employee is regularly required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to stand; walk; use hands to feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and move up to 35 pounds.

Application Process

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

Send, or email complete application packet to:

Virginia C. Henderson
Director of Human Resources, Payroll and Title IX Coordinator
Belhaven University
1500 Peachtree Street
Jackson, MS 39202
Email: vhenderson@belhaven.edu

Employment at Belhaven University is contingent upon the results of an independent background check.