

BELHAVEN UNIVERSITY

Housekeeping-Second Shift Lead

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 Lead position reports to the Housekeeping Supervisor. This provides leadership and guidance to ensure a high level of cleanliness, quality, and service is achieved and maintained. The position requires the ability to multi-task and handle stress associated with a diversity of operational and functional issues. The position requires working hours from 12:00 noon to 9:00 pm, Monday through Friday. Some call in will be required from time to time.

Responsibilities

- Maintain a high level of cleanliness on the whole campus.
- Be proactive in identifying and correcting facility quality assurance concerns especially concerning mold. Timely follow-up is required.
- Maintain a safe work environment at all times.
- Safeguard the integrity of security at the University is maintained at all times.
- Make sure the housekeeping office, storage and closets are secure, clean organized, well maintained, and professional in appearance at all times.
- Provide staff orientation, initial training and ongoing education.
- Ensure that proper supply control guidelines are followed and staff is trained in the use of all chemicals.
- Attend and participate in departmental staff meetings.
- Attend ongoing staff development and training courses.
- Provide a team environment for the second shift housekeepers, including a daily team meeting of the evening tasks.
- Provide and monitor individual guidance and motivation to team members to enable each one to perform to his/her fullest potential.
- Participate in performance evaluations and make recommendations as needed.
- Assist housekeepers on an as needed basis.
- Contribute to set up for conference services.
- Provide copy paper distribution to buildings.
- Stock facility supplies in each building.
- Complete mold inspection campus wide and document weekly.

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

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith. <https://www.belhaven.edu/about/mission/>
- Working knowledge of all housekeeping practices and procedures
- Strong work ethic, intense drive, and initiative for quality and customer service
- Excellent problem-solving skills both one-on-one and in group situations
- Excellent supervisory skills including significant experience in developing a management team

Education

- High School diploma or completion of a G.E.D.
- Valid MS driver's license

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 <https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.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:

Wayne Green
Director of Maintenance, Grounds, and Housekeeping
Belhaven University
1500 Peachtree Street
Jackson, MS 39202
Email: wgreen@belhaven.edu

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