

Kingswood University
Sussex, New Brunswick

Position Title: Housekeeper

Classification: Full-Time, 12 months, starting April 22, 2024

Responsible To: Director of Food and Campus Services - Aramark

Purpose: To assist management in maintaining and improving campus cleanliness and maintenance.

Goal: Ensure that student cleaners are trained and have adequate coaching and accountability to keep campus facilities safe, functional, and aesthetically pleasing.

Responsibilities:

- Clean campus facilities, following a rotation schedule with written procedures.
- Complete inspection and cleaning reports, correcting deficiencies as necessary.
- Recruit, train, and supervise student workers and volunteers to maintain and improve campus cleanliness.
- Follow recommended worker training process, ensuring all Health and Safety policies are adhered to.
- Collect student cleaner payroll records, reviewing for accuracy.
- Control linen and supply inventories and distribute linens, supplies/equipment effectively.
- Ensure equipment is maintained in good repair, observe and report campus fixture and facility repairs needed.
- Respond promptly to cleaning and maintenance requests from departmental personnel to serve campus needs.
- Work after-hours service for campus operations emergencies and special events.
- Provide campus operations service (linens, cleaning, set-up, food service) to ensure success of special events.
- Attend daily production meeting with Director to review accomplishments and duties for the following day.
- Maintain a healthy level of ownership and pride in the presentation of the campus and its services.
- View this position as a ministry, including mentoring students in their Christian walk as opportunities arise in the fulfillment of your responsibilities.
- Participate in University events, including regular chapel attendance.
- Other duties as assigned by the Director of Food and Campus Services to accomplish the University mission.

Qualifications:

- Must be physically able to lift, lower, pull and push objects up to 50 lbs. unassisted.
- Skills in janitorial, general maintenance.
- Mechanical assessment skills, insight, and good judgment.
- Familiarity with basic tools and equipment relative to the position.
- Self-motivated and energetic with an aptitude and ability for strenuous work.

- Ability to supervise others and demonstrate quality customer service.
- Good interpersonal communication skills including listening, relating, and problem solving.
- Positive personal characteristics of attitude, flexibility, initiative, persistence, professional personal presentation, and a team spirit.

Values:

- Godly, spiritually mature, fully devoted to Christ and the Church.
- Genuine and evident love for other persons demonstrated by consistent spirit of kindness, compassion, and respect for all other persons, including maintaining a non-intimidating harassment-free work environment.
- Integrity and moral excellence, living above reproach.
- Code of personal conduct consistent with membership commitments for leaders of the Wesleyan Church.
- Commitment to enthusiastically assist in the fulfillment of Kingswood University's mission.
- Commitment to exemplify Kingswood University's core values, including total ownership, prioritizing students, collaborative synergy, growth mindset, enthusiastic engagement, uncompromising integrity, and innovative flexibility.

General University Information:

ARAMARK Campus Services is contracted to manage and perform housekeeping needs at Kingswood University, reporting to the Vice President for Campus Life.

Kingswood University is owned and operated by The Wesleyan Church. Our mission is to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.

Direct resumes to:

Greg Mann
 Director of Food and Campus Services- Aramark
 Kingswood University
 26 Western Street, PO Box 5125
 Sussex, NB E4E 5L2

Email: manng@kingswood.edu
 Phone: (506) 432-4478