



Position Description: Housekeeper

Title: Housekeeper
Department: Facilities Management
Supervisor: Director of Facilities
Category: Staff
Status/Type: Part-time (12-month)/Bargaining Unit/Non-Exempt

Position Summary:

Under the direction of the Director of Facilities Management, the Housekeeper is responsible for the overall cleaning of all university buildings and facilities; has moderate contact with university employees and students as related to cleaning duties.

Required Qualifications:

1. High School diploma
2. Three years' work experience
3. Physically able to operate all cleaning equipment
4. Ability to work without direct supervision
5. Strong interpersonal skills; strong work ethic, integrity, and a positive attitude
6. Ability to work a flexible schedule to include occasional evenings and weekends as required
7. Ability to lift or move up to 50 pounds and perform physical tasks, including but not limited to standing, walking, and bending
8. Have a valid driver's license

Desired Qualifications:

1. Post-Secondary Degree
2. Experience in custodial/housekeeping duties
3. Knowledge of cleaning equipment and material

Essential Responsibilities:

1. Clean all types of floor, wall, and ceiling surfaces in classrooms, offices, corridors, stairwells, bathrooms, showers, etc. using a variety of machines, tools, and equipment
2. Removal of trash from garbage cans and deposit in proper receptacles
3. Replenish supplies such as soap, paper towels, and bathroom tissue
4. Burnishing and scrubbing of hard surface floors
5. Dusting of furniture and woodwork
6. Removal of draperies and blinds

7. Perform simple maintenance tasks such as cleaning and changing vacuum cleaner filters; maintain all cleaning equipment
8. Adhere to university policies and procedures
9. Work collegially and professionally with students, employees, and external constituents
10. Support institutional identity and mission of Finlandia University “as a learning community dedicated to academic excellence, spiritual growth, and service”
11. Perform other duties as required

Apply to:

Liz Williams
HR Specialist
Finlandia University
601 Quincy St.
Hancock, MI 49930
Liz.williams@finlandia.edu

As a learning community Finlandia University recognizes and affirms the dignity and worth of all people and cultures. We will strive to provide an institutional climate that does not perpetuate or tolerate forms of discrimination. We are committed to recruiting, developing and retaining a qualified and diverse faculty, staff and student body.

Finlandia University does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion, veteran status, familial status, height, weight, socio-economic status, sexual orientation, genetic information, or any other category protected by applicable law in admissions, employment, athletics, programs, and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies or gender equity concerns:

Karin Van Dyke
Title IX Coordinator
(906) 487-7344
Karin.vandyke@finlandia.edu

FINLANDIA UNIVERSITY IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION / EQUAL OPPORTUNITY EMPLOYER