



Position Description

Housekeeping Custodian **Hourly Salary:** \$15.00 - 17.00 **Commensurate with experience**

Primary Location: Gettysburg

Purpose: General Housekeeping upkeep of Gettysburg campus facilities

Reports to: Director of Events/Housing

Major Responsibilities

- Set up and tear down rooms for campus meetings and events (chairs, tables, podiums, etc.) as scheduled.
- Complete daily, weekly, monthly, quarterly and annual cycles of cleaning (mopping, sweeping, vacuuming, trash removal, etc.) restrooms and kitchen areas, stairwells, office, classrooms, and entry areas.
- Provide progress feedback regarding work completed, outstanding projects, and situations that may require additional attention
- Maintain cleaning equipment
- Inventory/order cleaning supplies for campus
- Perform minor repairs
- Ensuring that campus/classroom buildings are locked on a daily basis.
- Provide routine or emergency custodial services to support community group meetings.
- Support the Seminary's educational mission by interacting with other members of the campus community and our visitors in a professional and cordial manner

Qualifications

- Minimum 2 years housekeeping or custodial experience (preferably in a school, university, hospital, institutional setting, etc.)
- Ability to follow directions and prioritize work as directed
- Ability to communicate professionally and appropriately with others

To Apply: Email resume/work history to myhr@uls.edu

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