



**Job Title:** Housekeeper  
**Reports To:** Housekeeping Supervisor  
**Department:** Administrative Services  
**Classification:** Full-time, Non-exempt, 12 months, Benefits Eligible

## **SUMMARY OVERVIEW**

The Housekeeper will perform routine cleaning and housekeeping services for college facilities and buildings.

## **DUTIES AND RESPONSIBILITIES**

- Maintain offices, classrooms, restrooms, public areas, or other assigned areas in clean and orderly condition
- Empty trash and garbage containers; dust shelves and furniture; clean windows and light fixtures
- Perform routine cleaning such as sweeping and vacuuming floors and carpets and mopping
- Clean restrooms and replenish bathroom supplies
- Assist in setting up facilities for special events
- Maintain clean and orderly housekeeping closets and equipment and keep inventories of supplies, requesting additional supplies as needed
- Report all repairs and pest control needs, and any housekeeping-related violations
- May perform minor maintenance tasks, such as changing bulbs, or more complex tasks including operating cleaning equipment such as buffers or waxers
- In addition to the above job responsibilities, other duties may be assigned

## **MINIMUM QUALIFICATIONS**

- High School diploma or equivalent
- Basic housekeeping experience, including dusting, vacuuming, mopping, cleaning carpets, cleaning bathrooms and removal of trash is preferred

## **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of housekeeping operations
- Ability to work well independently
- Must be self-motivated with the ability to perform all assigned tasks
- Attention to detail
- Commitment to provide high quality customer service
- Ability to communicate effectively, both orally and in writing
- Reliable and possess excellent time management skills

- Must have high cleaning standards and take pride in work

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

Work is normally performed in a typical interior/office environment, which requires business professional attire. While performing the above job duties, the employee may be required to sit or stand for long periods of time. The employee, frequently, is required to walk, stand, reach, and lift (50) pounds.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line.

- Cover Letter
- Resume
- 3 references including contact information

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Phone Calls Please**