Position Announcement

Position: Housekeeper

Department: Facility Services

Reports to: Supervisor, Housekeeping

Description: This is a 25 hour a week, housekeeping position, working week nights and weekends to perform duties at the Bell Center Cultural Event Center, Cook Center and other facilities on campus holding events. This position performs the requested assignments and keeps facilities in a clean and orderly condition. The on-duty time for this position is established by the events occurring during the week and may change depending on weekly event schedule.

Essential Duties and Responsibilities:

Bell Center Cultural Event Center:
- Reports to the building manager before the event begins
- Set up and strike chairs and tables and moving pianos and other equipment
- Restrooms, corridors, hard floors, carpet, and trash, are continually maintained during the events/s by following the cleaning procedures established by management.
- Maintain an orderly inventory of equipment, chemicals and supplies related to the assigned duties.

Cook Center
- Report to the building manager before the event begins
- Oversee housekeeping responsibilities before, during and after events.
- Clean locker rooms, restrooms, entryways, risers, gym floors, trash and other items, during and after the events.

Other MNU facilities when used for events.
- Report to the building manager before the event begins.
- Oversee housekeeping responsibilities before, and or during after events.
- Clean event areas of use including restrooms, corridors and entry ways and trash.

Educational Qualifications/Skills Required:
- The ability to follow priorities for work performance while maintaining attention to the details of the cleaning duties.
- The ability to understand, follow and carry out detailed written or oral instructions.
- Maintain a positive public relations attitude with visitors, students, faculty and administration. □ Lift up to 50 pounds

Education and/or Experience:
- High School diploma is preferred
- Experience with housekeeping responsibilities is preferred

To Apply: Send cover letter, resume and three professional references to:

MidAmerica Nazarene University
Attn: Human Resources
2030 E. College Way
Olathe, KS 66062
hr@mnu.edu
913 971 3294
**Review of applications** begins immediately and will continue until the position is filled.

MidAmerica Nazarene University is interested in reviewing applications from qualified members of traditionally underrepresented groups in America, including women and racial and ethnic minorities.

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, sex, religion,* age, color, creed, national or ethnic origin, marital status, disability, genetic information, or any other legally protected class in the recruitment and admission of students, in the hiring process, during employment, and in the operation of all university programs, activities, and services.

*Christian faith and employment at MidAmerica Nazarene University: MidAmerica Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964). Preferred candidates demonstrate a strong commitment to the Christian faith, active participation in a local church, and a philosophy of Christian higher education consistent with the Wesleyan tradition.*

Read the university’s full Non-Discrimination/Equal Employment Opportunity Statement at www.mnu.edu/jobs.