

HOUSEKEEPER - PHYSICAL PLANT

Summary:

The housekeeping staff cleans and services college areas to ensure the safety, health and morale of students, employees, and visitors by helping provide a clean, attractive, safe environment with minimal interference to others. This is a full-time position with full benefits.

Duties and Responsibilities:

- Sweeps, mops, and wet-washer floors. Periodically cleans and/or polishes floors using buffing machines.
- Strips or scrubs and refinishes floors when assigned.
- Vacuums, spot cleans, or shampoos carpets when assigned.
- Polishes metal or other bright surfaces. Scours glass or enamel fixtures.
- Cleans vertical and horizontal surfaces that collect dust.
- Collects and transports refuse, cleans and relines refuse containers with plastic bags.
- Cleans tops of windows, door frames, and other high places.
- Washes sinks and other plumbing fixtures and replaces disposables such as paper towels, soap, and toilet paper.
- Dust, cleans, and polishes furniture.
- Completes all cleaning and preparation of student rooms in summer.
- Utilizes detergents, disinfectants, polishes, finishes, etc.
- Uses floor machines, automatic scrubbers, wall washing equipment, waste collection equipment, etc.
- Washes walls and ceiling using wall-washing equipment.
- Moves furniture and equipment as required.
- Treats each student, visitor, and employee with courtesy.
- Be available for rotating on-call service.
- Other duties as assigned.

Skills and Abilities:

- Excellent organization ability, high level of accuracy, attention to detail
- Effective interpersonal and communication skills in dealing with others to ensure that requests or needs are met.
- Problem solving skills including the ability to acknowledge and clarify inquiries, requests, or complaints to ensure that needs are identified, documented and addressed
- Ability to prioritize and manage multiple tasks simultaneously and with minimal supervision
- Enjoy working with college students

Qualifications:

Required: High school diploma or the equivalent is required.

Performance of job duties may require driving a University vehicle. If so, a current, valid driver's license is required, as well as acceptance by the University of the Ozarks automobile insurance company.

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.

Application Process:

Send a letter of interest, résumé, and three to five professional references to Karen Schluterman, Director of Human Resources.

- E-Mail, with MS-Word or pdf attachments (for applications): HumanResources@ozarks.edu
- Mail: Attn: Director of Human Resources, University of the Ozarks, 415 N. College Ave., Clarksville, AR 72830

Applications received by Monday, January 24, 2022 will be assured of full consideration.

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. *The University has been rated as having the second most diverse student body in a 12-state region.* The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about the University of the Ozarks, visit www.ozarks.edu.