

Job Title: Student-Housekeeper

Department: Facilities

Supervisor: Jose Cocar

Hours: 15 hrs. per week

Email: UVFFacilities@valleyforge.edu

Job Description:

As a Student Housekeeper at the University of Valley Forge, you will be responsible for maintaining cleanliness and order in designated campus facilities, including dormitories, common areas, and administrative buildings. This role provides an excellent opportunity for students to gain work experience while contributing to a positive campus environment.

Key Responsibilities:

- **Cleaning and Maintenance:** Perform routine cleaning tasks such as sweeping, mopping, vacuuming, dusting, and sanitizing surfaces in dormitories, common areas, and administrative offices.
- **Restroom Sanitation:** Ensure restrooms are clean, stocked with necessary supplies, and properly maintained.
- **Trash and Recycling:** Empty trash cans and recycling bin
- **Special Projects:** Assist with special cleaning projects as needed, including deep cleaning during holidays or between semesters and during check in
- **Event Setup:** Assist with the setup of tables, chairs, and other equipment for campus events, meetings, etc. This may include arranging seating layouts according to event requirements.

Qualifications:

- **Attention to Detail:** Strong attention to detail with the ability to identify and address cleanliness issues.
- **Reliability:** Dependable and punctual with the ability to work independently and as part of a team.
- **Physical Stamina:** Ability to perform physical tasks including lifting, bending, and standing for extended periods.
- **Communication Skills:** Good communication skills with the ability to interact effectively with students, staff, and faculty.
- **Experience:** Previous experience in custodial work or related fields is a plus but not required.

For any other inquiries or concerns, please feel free to email UVFFacilities@valleyforge.edu or Damaris at DSCastro-Solis@valleyforge.edu.