



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Housekeeper

Reports To: Housekeeping Supervisor

Job Summary/Objective: The purpose of this position is to ensure the cleanliness of rooms and public spaces on campus. The Housekeeping position will come in contact with students, employees and guests and will need to have positive interactions with all people. Housekeepers play an important role on our campus daily.

Position Type/Expected Work Hours: Part time/on call. Must have flexible availability M – F 6:00 am – 10:00 am.

Responsibilities:

- Cleaning dorm rooms, classrooms, hallways, elevators, lobbies, stairwells, kitchens, offices, locker rooms, and other specific areas depending on building(s) assigned.
- Vacuuming floors, chair rails, base, ceiling vents, upholstered furniture, window blinds, etc.
- Mopping VCT tile floors, hardwood floors, tile floors, marble floors, and stairwells.
- Cleaning and restocking bathrooms.
- Cleaning and restocking kitchens. Including outside and inside of stoves, microwaves, and refrigerator.
- Empty and clean trash and recycling receptacles. Taking trash and recycling to outside bins.
- Clean whiteboards, chalkboards, and smartboards.
- Report any needed repairs immediately to Physical Plant or supervisor (such as leaky faucets or toilets, loose tile, clogged toilets or sinks, light bulbs that are out, etc.)
- Wash interior and exterior windows, glass doors, and mirrors.
- Cleaning ceiling fans and lights, keeping them bug free.
- Keeping inventory of supplies and paper products needed without over or under stocking. Maintain all supplies and cleaning equipment in clean, working, and orderly fashion with labels on all chemicals.
- Clean interior wall(s) when needed.
- Must handle various cleaning solvents and chemicals in the correct way set forth by supervisor, OSHA regulations, EPA, State Health Department, etc.
- Perform related duties, as assigned.
- Be able to clean within a team of other housekeepers at different times of the year.
- Use light and heavy (industrial type) floor machines and attachments.

- Carpet restorative care. Must know how to operate a GLS machine and a hot water carpet extractor.
- Filling in for absent housekeepers.
- Move heavy furniture, supplies, and different equipment when needed.
- Sweep and shovel snow when needed.
- Adjust, clean and maintain specialty equipment including floor scrubbers, carpet cleaning machine, etc.
- Able to climb and use 6' and 8' ladders.
- Complete any other work or work orders assigned by supervisor in a timely manner.
- Be able to clean within a team of housekeepers when needed.
- Removal of mold and mildew when required.

Required Qualifications:

Education:

- High School Diploma or equivalent

Knowledge, skills, and abilities:

- Experience in use of mechanical cleaning equipment is required.
- Requires general knowledge of cleaning terms and safety procedures related to hazardous Chemicals.
- Comprehensive, working knowledge of housekeeping methods and procedures, materials, tools and equipment.
- Ability to read, write and follow oral and written instructions.
- Must be well organized and able to prioritize work.
- Must have a valid Virginia driver's license in good standing
- Must be able to work overtime on a rotating basis when required by your supervisor.

Physical Demands:

- Requires full range of body motion, including reaching, stooping, kneeling, climbing and walking.
- Must be able to lift/carry up to 35lbs.
- Requires standing/walking for extended periods of time.
- Must have good vision, with or without corrective devices.
- Work will require traveling to various locations on campus.

Deadline for Submission:

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a faculty or staff position, please submit a [Sweet Briar College employment application](#), cover letter, résumé and three professional references to housekeeping@sbcc.edu.