Position Description

Title: Auxiliary Services Coordinator

Classification: Non-Exempt

Position Status: Regular Part-Time, regularly scheduled 36 hour per week up to 40 as needed

Benefits: Employee only health insurance, pension, and prorated vacation, sick, holiday

Supervisor: Facilities Director

Position Summary:

The Auxiliary Services Coordinator, often referred to as Housekeeper or Housekeeping, is responsible for coordinating the cleaning of all seminary campus buildings, including guest housing and student housing, ensuring the facilities are presented in their best appearance.

Major Responsibilities/Activities:

- Unlock the designated main building entrances on weekdays, turning on lights and assessing any problems or cleaning that is needed.
- Coordinate with Auxiliary Services Assistants on unlock and lockup procedures for days not present.
- Train Assistants on proper cleaning techniques and processes.
- Perform and coordinate with Auxiliary Services Assistants and Facilities Custodian general cleaning (dusting, mopping, vacuuming, disinfecting, garbage removal) of seminary buildings and guest and student housing.
- Coordinate and perform cleaning of guest housing units ensuring units are clean and ready for use.
- Oversee timely completion of summer housing cleaning as occupancy transitions.
- Implementing best practices in cleaning and staying current with new industry products.
- Oversee inventory of cleaning supplies and linen inventory to ensure adequate supplies on hand.
- Work with Facilities Director for special inventory changes or special orders.
- As part of the Auxiliary Services team assist in Food Service as needed.
- Other responsibilities as assigned.
Supervisory Responsibilities:

- Position trains and assigns tasks to Auxiliary Services Assistants and Facilities Custodian.

Qualifications:

Education & Experience Required:
- High School or GED equivalent is required. Two years’ experience in maintaining and cleaning work environments is preferred.

Skills Required:
- Punctuality is required; individual needs to show up to work on time.

Required Knowledge (or an aptitude to quickly learn these):
- Computer operation for email communication, time sheet management and excel/word experience
- Physical ability to carry linens and cleaning supplies.
- Ability to climb short ladders for dusting and cleaning
- Ability to kneel for cleaning tubs, showers, and floors
- Teaching and tutoring student’s different steps of housekeeping responsibilities

Preferred Knowledge:
- Operation of cleaning equipment. Vacuums, floor scrubber and microfiber technology
- Cleaning chemicals and what they are used for
- Safe practices of using equipment and chemicals

Required Skills and Abilities:
- Effectively problem-solve situations
- Attend to detail
- Work accurately with numbers
- Excellent organizing skills
- Flexibility
- Multi-task including interruptions to interact with students and visitors or to begin new tasks
- Perform duties without supervision
- Effectively communicate orally and in writing
- Follow written and verbal instructions
- Teach effectively
- Establish and maintain effective working relationships with other staff, faculty, students, and the public
- Display tact and patience when dealing with the public
- Keep records and statistics

Work Environment:

This position has frequent interaction with faculty, students, staff and other Wartburg constituents. This position operates throughout campus and given duties of the position will be exposed to dust, and
unsanitary areas that need to be cleaned. This position routinely uses standard office equipment such as field equipment such as vacuums scrubbers and mops along with computers, and phones.

Altered work schedules on rare occasions may occur as assigned and requested by supervisors. There may be some evening and weekend work as needed.

**Physical and Mental Demands:**

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 50 pounds, and be able to bend, squat, push/pull and kneel. Concentration and ability to work at many locations standing or walking for long periods of time. Ability to follow written or oral instructions, and ability to solve practical problems with little supervisory involvement.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

**Note:** Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

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