



## Housekeeping Coordinator

*Revised January 2023*

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our **Housekeeping Coordinator**. Calvary’s mission is to “...prepare Christians for life and service in the church and in the world according to a Biblical worldview...” and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [application](#) to Calvary University at [humres@calvary.edu](mailto:humres@calvary.edu) or fax to 816-425-6138 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147

**Job Title:** Housekeeping Coordinator  
**FLSA Status:** Full-Time, Non-exempt with benefits  
**Reports to:** Director of Facilities and Maintenance

### I. CALVARY UNIVERSITY VALUES

Calvary University values employees who are committed to and demonstrate excellence as (1) practitioners, leading by example, and contributing through service and ministry in their respective fields, (2) capable mentors and disciplers, able and eager to use their knowledge, experience, and maturity in support of Calvary University’s mission, and (3) skilled in developing strategic partnerships and collaborations to benefit their departments and to continually improve the quality of investment in Calvary University’s students.

### II. GENERAL EXPECTATIONS

This document describes duties that Calvary University expects of staff members. These may change with each year, through discussions between you and your Department Head. Your performance will be reviewed and evaluated on the basis of how well you fulfill these duties. The responsibilities for this position will include some or all of the following: (1) leadership and service, (2) mentoring and discipling, (3) and administrative, cooperative, and collaborative efforts. Your responsibilities may include involvement in off-campus, evening or weekend duties, as well as other Calvary community efforts as Calvary leadership requires.

### III. STAFF RESPONSIBILITIES

#### As Practitioners

Calvary University staff are expected to lead by example in spiritual growth and maturity, and are expected to be engaged in external service or ministry, using their skills and training to benefit the church and the broader community as well. Calvary staff will attend required meetings such as chapels, assemblies, staff meetings, and other special events on campus, will

serve on committees as assigned, and will participate in workdays and other service opportunities. Staff are expected to serve in a collegial fashion and in accordance with Biblical, professional, and ethical principles when dealing with other staff members, faculty, students, administrators, and members of the public.

### **As Mentors, and Disciplers**

Calvary University staff are expected to fully support the mission and process of Calvary University and ground their work in the Biblical worldview in order to serve as examples to the student body. Staff are expected to work effectively and efficiently, employing best practices and application of appropriate tools and technology.

### **As Department Builders**

Calvary University staff are expected to identify, develop, and maintain strategic partnerships with church and industry partners to help build the department and the greater Calvary community. Staff will participate in the development and evaluation of departmental operations and assessment of processes.

## **IV. REQUIREMENTS**

### **Personal**

Calvary University requires that all employees have a personal faith in Jesus Christ, demonstrate commitment to growth and maturity in Christ, agree unreservedly with Calvary University's statement of faith, and be active in a local church.

### **Interpersonal**

Calvary University staff must demonstrate skill in communicating effectively and integrating into a team environment. Staff must demonstrate functional, organizational, and administrative skills requisite to their areas of responsibility. Staff must demonstrate capacity to build up and encourage colleagues as part of a larger team with a common mission.

### **Professional**

Staff must hold any licenses, certifications, and/or registrations as required by the department area or field and demonstrate capabilities to perform responsibilities confidently, independently, and efficiently. In addition, the following are required:

- Possess adequate experience/familiarity with housekeeping functions
- Be able to work occasional nights/weekends as needed
- Valid driver's license
- Physically able to lift and carry up steps 75 pounds
- Physically able to operate both a slow-speed and a high-speed buffer, snow blower, and carpet cleaning machine
- Management experience and a background in floor care would be preferred

## **V. ACCOUNTABILITY**

Calvary University staff will report directly to their respective Director or Supervisor. Staff performance will be evaluated annually by the Director, based on the order of priority of responsibilities listed in Calvary University's Values.

## **VI. SUMMARY OF RESPONSIBILITIES**

**General Responsibilities:**

The Housekeeping Coordinator supports the mission of Calvary University by managing housekeeping services ensuring cleanliness and serviceability across campus, as well as budget and inventory control of supplies and equipment necessary to assure the highest degree of sanitation enhancing the curricular and co-curricular activities of the University.

**Specific Responsibilities:**

- Ensure overall cleanliness and sanitation across campus facilities
- Hire student housekeeping staff
- Train, supervise, equip, and lead housekeeping staff to fulfill responsibilities according to established safety and sanitation regulations and University policy
- Maintain appropriate supplies, equipment, and storage areas necessary for housekeeping efforts
- Clean carpets and refinish tile floors as scheduled
- Support overall campus operation as part of the facilities team
- Assist with snow removal during inclement weather

*Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap or veteran status*  
**Revised Dec 2022**