

Job Description

Housekeeper - (2100001L)

Description

Columbia College Chicago is an acclaimed undergraduate and graduate institution that provides a comprehensive education in the arts, communications and public relations. We constantly aim to reach our full potential as an educational innovator, incubator of new creative practice and generator of real-world success for young creatives. We are located in the heart of Chicago, across the street from historic Grant Park, and housed in some of the most iconic buildings in the South Loop.

Columbia College Chicago a private urban institution of over 6,000 undergraduate and graduate students, four-year College offering a distinctive curriculum that blends liberal arts, creative and media arts and business is currently searching for a housekeeper for the President's residence.

POSITION SUMMARY

The housekeeper is responsible for housekeeping at the President's residence. This part-time position normally works three days per week with additional days and times as needed based on events at the residence. The position performs a variety of cleaning activities such as sweeping, mopping, dusting and polishing. The housekeeper creates and maintains a clean and orderly environment for the President & CEO of the college and guests of the President's residence.

DUTIES & RESPONSIBILITIES

- Clean living areas this including dusting, vacuuming, sweeping, and mopping all the floors in all rooms
- Clean the bathrooms including mirrors, toilets, showers and bathtubs
- Clean the kitchen including wiping down appliances, counters, sinks and cabinets
- Clean interior windows
- Remove garbage and recycling
- Restock personal items such as toilet paper and tissue, etc.
- General tidying of rooms includes putting away items, decluttering and light organizing
- Keep track of cleaning supplies and notifying when they are low and need to be replaced

Qualifications

- High school diploma, GED, or equivalent
- Previous housekeeping experience required
- Able to work additional days based on events at the residence
- Excellent communication and organizational skills
- Strong interpersonal and problem-solving abilities
- Highly responsible and reliable
- Ability to work with minimal supervision and maintain high levels of performance
- Strong prioritization and time management skills

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and is subject to change based on the needs of the department and/or college.

At Columbia, we offer a rewarding work environment for our faculty and staff. We take pride in offering competitive benefits with affordable health, dental and vision coverage; flexible spending accounts; commuter benefit program, life and accidental, death & dismemberment coverage; paid and unpaid leave options; work/life benefits; educational assistance programs; and retirement and financial planning benefits.

We invite you to join our talented faculty and staff and become part of our collective aspiration to ensure Columbia prepares students for success in their creative fields through innovation, engagement and real-world experiences.

Additional Information

Position subject to a background screening.

This is a non-union position.

This position is overtime eligible.

Qualified candidates of diverse backgrounds are encouraged to apply.

Columbia College Chicago is an equal opportunity employer and complies with all local, state, and federal laws and regulations concerning civil rights. The college does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, protected veteran status, genetic information, or other protected classes under the law.

Primary Location United States-Illinois-Chicago

Job Facilities

Schedule Part-time

Shift Day Job

Job Type Standard

Job Level Individual Contributor

Travel No

Posting Date May 27, 2021