



## **Residential Hall Housekeeping Supervisor**

Wofford College invites applications for a residential hall housekeeping supervisor. The residential hall housekeeping supervisor serves as the supervisor for a team of housekeepers. S/he must be able to lead the housekeepers and maintain a positive working environment.

### **GENERAL STATEMENT OF DUTIES:**

The residential hall housekeeping supervisor oversees the housekeeping staff's daily cleaning duties to ensure staff are using proper techniques and following safety regulations. The supervisor also will be responsible for scheduling weekend trash clean-ups and ensuring after-hours services are handled promptly. The residential hall housekeeping supervisor position is a full-time, 12-month salaried position located in the Department of Facilities and Maintenance. The hours for the position are 7 a.m.-4 p.m., Monday through Friday. The position requires some overtime and weekend work.

### **MINIMUM QUALIFICATIONS:**

A high school diploma is required. A minimum of three years of supervisory work experience in this field is required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Routinely do check-ups and inspections of residential facilities.
- Oversee, review and ensure that daily cleaning duties by assigned housekeeping staff are done well and complete, using proper and correct techniques.
- Train housekeeping staff on cleaning and maintenance tasks.
- Schedule shifts and arrange for replacement staff due to absences.
- Ensure compliance with safety and sanitation policies in all areas.
- Motivate team members and resolve any issues that occur during work hours.
- Be able and willing to assist when needed physically with cleaning and other housekeeping duties.
- Respond to work orders, complaints and special requests.
- Participate in large cleaning projects as required.
- Establish and educate staff on cleanliness, tidiness and hygiene standards.

### **APPLICATION:**

Email a letter of interest, a resume and three references to [burneyjm@wofford.edu](mailto:burneyjm@wofford.edu). Compensation includes salary commensurate with experience and a competitive benefits package, which includes health insurance and a tax-deferred retirement plan.

### **ABOUT WOFFORD COLLEGE:**

Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. It offers 27 major fields of study to a student body of 1,775

undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 19 NCAA Division I athletics teams.

**ABOUT SPARTANBURG:**

Spartanburg County, the 5th-largest county in South Carolina, is home to nearly 328,000 people and 13 municipalities. The county is unmatched statewide in economic development for new investment and job creation. There are seven colleges or universities in Spartanburg as well as a comprehensive research and teaching hospital. The growing Spartanburg downtown area — with new shops and restaurants, public art and miles of walking and biking trails — is located a few blocks south of Wofford’s campus. To learn more about Spartanburg, visit [onespartanburginc.com](http://onespartanburginc.com).

**EEO STATEMENT:**

Wofford College values diversity within our students, faculty and staff and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the basis of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and local laws. For information about Wofford’s Title IX compliance, visit [wofford.edu/administration/title-ix](http://wofford.edu/administration/title-ix).

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact [HumanResources@Wofford.edu](mailto:HumanResources@Wofford.edu).