

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: Housekeeping Staff
DEPARTMENT: Housekeeping
REPORTS TO: Director of Security and Operations
FLSA: Full-time, Non-exempt
TERM: 12 months

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 900 students and 165 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

Under the supervision of the Director of Security and Operations, the Housekeeping Staff is responsible for a variety of housekeeping duties in the care of Nansemond-Suffolk Academy, including sweeping, mopping, washing walls and fixtures and performing physically strenuous activities such as moving furniture heavy floor stripping and operating waxing and buffing equipment. A variety of semi-skilled housekeeping duties are performed to carry out the essential functions of this position, and staff should be trained and qualified in one or more skilled housekeeping areas.

Essential Functions:

- Dusts and cleans desks and other furniture
- Sweeps, strips, waxes, buffs, mops and vacuums a variety of floor surfaces
- Cleans and disinfects restrooms; replenishes paper supplies and soap as necessary
- Cleans windows, walls, woodwork and light fixtures
- Assists in set-ups and break downs of rooms for meetings, arranging furniture as requested
- Empties trash receptacles; deposits recyclable material in proper receptacles
- Secures and locks building at appropriate times
- Maintains grounds around buildings and facilities picking up trash and other debris.
- Assist in maintaining inventory of needed supplies
- Performs other related duties as required
- Works under limited supervision
- Performs other related duties as assigned by the Director of Security and Operations for the purpose of ensuring the efficient and effective cleanliness of campus facilities
- Other duties as assigned

Required Education/Background:

- Knowledge of the standard methods, materials, and equipment employed in janitorial work
- Knowledge of heavy floor stripping, waxing, and buffing equipment and the ability to use them effectively
- Knowledge of cleaning procedures and the use of cleaning materials
- Ability to follow instructions
- Ability to perform medium to heavy physical work

- Ability to lift and or move up to 50 pounds frequently and up to 90 pounds occasionally
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Alcohol and Drug Test
- Fingerprint and Background check in accordance with Virginia Laws

Required Skills:

- Attention to detail and ability to adapt to changing work priorities
- Ability to develop effective working relationships with school administration, faculty and staff and other members of the NSA community
- Excellent oral communication skills
- Self directed with the ability to work independently under limited supervision
- Professional demeanor
- Strong work ethic and conscientiousness
- Ability to multi-task effectively in a fast-paced environment and meet deadlines

Nansemond-Suffolk Academy offers a competitive salary, health, retirement, disability and life insurance benefits. Qualified applicants shall submit a completed NSA employment application (form posted online), resume with references and a cover letter explaining their interest in and qualifications for this position to Angie Thompson, director of finance and accounting, at athompson@nsacademy.org, for further consideration. Salary commensurate with experience.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.