



## HOUSING ASSISTANT JOB DESCRIPTION

<b>Department:</b>	Housing
<b>Supervisor:</b>	Director of Housing
<b>Hours:</b>	Irregular. Typically less than 10 per month
<b>Pay:</b>	\$10.20/hour
<b>Start Date:</b>	April or May 2021. Application review begins immediately and will continue until the position is filled.
<b>Summary:</b>	Campus housing for students, volunteers and guests is an important part of the mission and vision of AMBS. The Housing Assistant supports the Director of Housing and Housing Committee in offering clean, comfortable apartments. Primary responsibilities include hospitality toward new residents and guests through cleaning and furnishing apartments as necessary, purchasing and maintaining housing supplies, responding to after-hours lock-outs and assisting residents with the check-out process.

### Responsibilities and Duties

RESIDENT HOUSING – AMBS maintains a variety of one-, two- and three-bedroom apartments for students. The Housing Assistant will:

- Prepare housing units in a way that is welcoming to new residents
  - Do basic cleaning of apartments before residents arrive
  - Wash and hang curtains
  - Work with Director of Maintenance to move furniture, lamps, etc. to/from apartments as needed
  - Provide mattress pads for each apartment
  - Provide linens and kitchen supplies for apartments as requested
  - Check apartment light bulbs before new residents arrive
- Inspect apartments for cleanliness before AMBS visit days
- Assist departing residents with check-out process
  - Inspect apartments for cleanliness, breakage and contract violations
  - Inform Director of Maintenance of repairs needed
- At least once a semester check the laundry rooms for cleanliness and supplies (i.e. broom, bucket, mop, working vacuum, ironing board, iron)

## GUEST HOUSING

- When not rented, AMBS apartments are often used to host seminary guests and volunteers. The Housing Assistant will:
  - Clean apartments before guests or volunteers arrive
  - Prepare beds with mattress pads, sheets and blankets
  - Provide basic kitchen and cleaning supplies, towels, soap, tissues, toilet paper
  - Launder linens when guests depart
- AMBS maintains the Frey and Dyck Guesthouses. In the absence of the Guesthouse Host, or in extremely busy times, the Housing Assistant may be asked to assist the Guesthouse Host in cleaning and preparing guest rooms and bathrooms

HOUSING STORAGE – AMBS maintains housing supplies in Apartment 161. The Housing Assistant will:

- Organize, clean and store linens, dishes, bedding, etc. in an orderly manner
- Issue supplies to international students, volunteers and guests as necessary
- Alert Director of Housing when supplies are low. Purchase replacements as needed

EMERGENCY NEEDS – The Housing Assistant may be asked to assist residents in case of after-hours lock-outs

HOUSING COMMITTEE – The Housing Assistant will attend Committee meetings as necessary and participate in decision-making regarding resident and guest housing

### **Qualifications and Skills:**

- Attention to detail, good cleaning and organization skills, flexibility
- Priority in hiring will be given to students/student spouses living on campus
- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiatives required

### **Hiring Policy**

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

*Date description was written/updated: 3/29/2021*