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As a continuous learning environment built upon Berea's Great Commi ments and Common Learning Goals, Berea College expects all workers' be active learners, workers, and severes," and seeks to be placed where the Christian values of human compassion, dignity and equality are expressed

#### Executive Housekeeper President's Home

Berea College is seeking a responsible individual to serve as Executive Housekeept in the President's Home.

Frousecept in the residents Frome.

Job Description Home management duties involve housekeeping, laundry and ironing, and errands. Other responsibilities include receiving guests, answering phones and taking messages, collecting and sorting mail, arranging for maintenance and repair of the home, occasional meal preparation, and helping coordinate parties and special events.

Skilla & Qualifications Requirements include high school diploma or GED and two years of related experience that demonstrates home management skills, effective written and verbal communication skills, the ability to work with limited supervision, and the ability to manage multiple priorities. An excellent attendance record, attention to security, and availability to work a flexible achedule are also assentials.

Appointment Date: This is a full-time position, ten-month position, begin

Appointment Date 1 has it atti-time position, ten-month position, beginning mid-August and continuing drough mid-June of each calendar year. The position will be available January 29, 2001.

Workplace Expectations: Breat College expects each worker to: eshibit enthusiasm for learning, serve others, work as a team, value all people, act with integrity and earing, encourage plain and sustainable living, and celebrate work well done.

Applications are available at Rustic Cottage on the Berea College Campus or send resume and cover letter to Carolyn Howard, Berea College, CPO 2189 (MS), Berea, KY 40404. Review of applications will begin immediately and continue until the position is filled. For information on current vacancies, please call the Job Line, (859) 985-3053.

cease can tite job Line, (1821) 1825-1823.

In horping with the Callegy inclusive Orinizan tradition and in emphasis on the definity and worth of all people, Berts embrace and value diversity immogin encouragement of applications from women and member of immority groups implyment decision are based on returning, education and experience related to the quiverneous of the job. All applicants for employment are confident witness region, exc., earlier religion, i.e., national virgio, age or disability, Berts provider ensamples accordinations to application and subsidiary on the disabilities.

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2535. 24tfn

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