

# Joshua Gillespie

Provo, UT

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## Work Experience

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### **Housekeeper**

Star Valley Health - Afton, WY

October 2022 to December 2022

While upholding the Star Valley Health mission, vision and values this key position is responsible for the delivery of quality care through the operations of the Environmental Services and its functionality. The scope of the department is general housekeeping, laundry, infection control and specialty cleaning projects throughout the Star Valley medical Center campus and offsite locations. This is an "at will" position.

#### Job Duties

- Cleaning and services ward, rooms, baths, laboratories, and office in a professional manner
- Provides clean, adequate supply of linen, and removes the soiled linen for cleaning
- Correctly handles and disposes all cleaning supplies and equipment as needed
- Maintains a clean and organized work area
- Handle confidential and proprietary information on a daily basis
- Promote proper process to ensure infection control guidelines are followed
- Attend training classes as scheduled
- Represent Star Valley Health in a positive manner on campus and in the community
- Complete other assignments and duties as needs arise and assigned

### **Custodian Sweeper - Elementary School**

Alpine School District - American Fork, UT

October 2018 to September 2020

The job of Custodian - Sweeper is done for the purpose/s of providing limited custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of limited cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

#### Essential Functions:

- Assists with site snow removal for the purpose of ensuring access and safety to students, staff and visitors.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.

- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Cashier**

Arctic Circle Restaurants, Inc. - Highland, UT

July 2018 to December 2018

Essential Functions:

- Greet our guests enthusiastically with a friendly smile
- Accurately record orders on a cash register
- Collect payment from guests and make change
- Demonstrate a complete understanding of menu items and explain them to guests accurately
- Meet guests' needs and take steps to solve food or service issues
- Interact with guests to ensure high quality experiences
- Understand and adhere to proper food handling, safety and sanitation guidelines
- Prepare quality ice cream products, assemble food and beverage orders, and check to make sure they're correct
- Present quality products at all times and maintain a neat and clean work area
- Maintain adequately stocked workstations, restocking as needed
- Attend special meetings as scheduled by the Restaurant Manager

## Education

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### **Undergraduate**

Brigham Young University-Provo - Provo, UT

Present

### **College in General Studies**

Utah Valley University - Orem, UT

August 2019 to May 2020

### **High School Diploma**

Skyridge High School - Lehi, UT

August 2016 to May 2020

## Skills

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- Landscape Maintenance
- Lawn Care
- Commercial Cleaning

## Awards

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### **Boy Scouts of America Eagle Scout Award**

March 2019

Joshua Gillespie

03/19

Has satisfactorily completed the requirements and is hereby certified as an Eagle Scout.

## Certifications and Licenses

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### **Utah Food Handler Permit**

November 2018 to November 2021