

Housekeeper

Reports to: Director of Facilities; Lead Housekeeper

FLSA: Hourly, non-exempt

Pay Grade: A

Summary: Ensure a pleasant and safe experience for guests and employees by maintaining the cleanliness of the facilities. The incumbent will work with indirect supervision, performing daily, event-related and seasonal tasks.

Essential Functions: *(This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)*

- Clean, sanitize, and restock restrooms using established practices and procedure.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; empty and clean and cigarette urns; replace light bulbs; wash accessible interior and exterior windows; clean blinds; wash walls and equipment; collect recycling materials. Launder cleaning rags and dust mops.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Strip, clean, buff, and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Lock and unlock assigned buildings: secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs using hand-operated tools or small power equipment.
- Attend to emergencies when necessary.

Qualifications:

- Ability to establish and maintain effective working relationships with guests, co-workers, supervisors and others.
- Knowledge and ability to operate and maintain power equipment and hand tools used for cleaning and general maintenance such as buffers, auto scrubbers, extractors, high-pressure washers, high-speed buffers and vacuums, brooms, mops, and squeegees.
- Familiarity with the hazards and precautions of the work, including the use of chemicals. Ability to read, understand, and follow instructions regarding their use.
- Ability to carry, erect, climb, and work from ladders indoors and outdoors.
- Ability to move, set up, and disassemble tables and chairs.
- Ability to stand and walk up to four hours at a time, to stoop and reach as needed.
- Capable of attention to detail, following directions, verbal comprehension, basic calculation, reading, writing, organizing, and innovation.

Work schedule:

This is a full time position which may include early evening and/or weekend work. The schedule from mid-November through December is approximately 11 a.m. to 9:30 p.m., Thursday through Sunday.

Physical and environmental factors:

The work is performed indoors and outdoors in the full range of climatic conditions.

Pounds employee is required to carry: 25 lbs.

Usual distance carried: up one flight of stairs or out to an outdoor venue.

Pounds employee is required to lift: 50 lbs.

Frequent to continual standing and walking.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).

Updated 6/4/2021