



JOB DESCRIPTION

Job Title: Housekeeper

FLSA Status: Non-Exempt Hourly

MISSION STATEMENT

As partners in ministry, we commit to further the mission of the Sisters of the Holy Cross. We strive for excellence in all we do while using our resources wisely. We are called to live and minister in right relationships as we witness to gospel values and build just and caring communities.

CORE VALUES

Respect:

Recognizes the dignity, value and uniqueness of each person as created and loved by God.

Hospitality:

Welcomes strangers, guests and partners in ministry with kindness and consideration.

Compassion:

Compels us to stand with and embrace others in their suffering, that together we may experience God's liberating and healing presence.

Service:

Works with and for others by sharing our gifts and talents to accomplish the mission.

Main Function:

To provide and maintain a clean, safe and pleasant working environment throughout the Congregational Facilities including Sisters of the Holy Cross offices, rest rooms, meeting rooms, kitchens, stairways, and community rooms. Follows outlined instructions for projects or daily-designated assignments by the Manager.

ESSENTIAL FUNCTIONS

1. Sanitize rest rooms in assigned areas including tiles, sinks, handrails, trash receptacles and floors. Restock soap and paper products.
 - Upon inspection shows no sign of dirt build-up on tiles, sinks, handrails, trash or paper receptacles and floors.
 - Areas properly stocked.
2. Cleans assigned areas by dusting, mopping, vacuuming and emptying trash receptacles. Wash and polish furniture and fixtures as needed or requested.

- Upon inspection shows signs of being dust mopped, wet mopped or vacuumed.
 - Furniture and fixtures have been washed or polished.
3. Report safety concerns and defective equipment to supervisor or manager.
 - Can recite proper procedure if there is a safety concern with equipment.
 4. Bring soiled laundry to appropriate location.
 - Places soiled linens in designated locations in a timely manner.
 5. Make beds, clean mattresses and bed frames as needed or requested.
 - Uses established techniques for care of mattresses/bed frames.
 6. Clean insides of windows and screens, walls, doors, appliances, grills, humidifiers, cupboards, cabinets, bookshelves as needed or requested which requires lifting up to 40 pounds.
 - Uses established procedures and techniques for cleaning, can estimate 40 pound weight and seek assistance if estimated weight is over 40 pounds.
 - Uses all safety rules for lifting.
 - On inspection, shows signs of spot cleaning and thorough cleaning if requested.
 - On inspection, appliances show they are spot cleaned and thoroughly cleaned if requested.
 7. Must be available to work any shift.
 8. Maintains attendance and observes working hours, starting time, lunch period, breaks, quitting time, etc.
 9. Complies with work rules, regulations, and instructions, follows established systems and procedures, completes assignments with minimal supervision.
 10. Must possess a valid Driver's License.

Building Monitoring

1. Lock and unlock doors and check secured doors per monitoring schedule.
2. Remains observant throughout shift and reports any suspicious activity directly to campus security immediately.
3. Document and report maintenance related issues to the Facilities Services Office.
4. Sign over building keys to next shift employee for security duties.

MINIMUM QUALIFICATIONS

Education

A high school diploma or G.E.D. preferred.

Experience

One (1) year of housekeeping experience in an institutional setting preferred.

Responsibility

Given direct, detailed information requiring little or no judgment. Work is generally under close supervision.

Problem-Solving

Problems require solution by simple choice rather than analysis. Routine, repetitive work.

Personal Interaction

Work requires routine casual interaction, requiring accepted politeness and courtesy.

Work Environment

Work occasionally requires exposure to toxic or dangerous materials. May be exposed to infectious body fluids.

Equipment Utilization

Work requires understanding of simple work processes found in facility environment.

Hazards or Fatigue

Position involves exposure to hazardous chemicals used for cleaning. Ordinary care and caution must be exercised while performing work. Occasional muscle fatigue and backache may be present after prolonged activity.

Planning and Organizing

Works primarily on a day-to-day basis. Arranges work based on available resources.

Directing and Instructing

Not required.

Budgeting

Not required.

Scope of Supervision

Not required.

Other Acknowledgements:

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The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.