

YWCA St. Joseph

Job Title: Housekeeping
FLSA Classification: Non-Exempt
Reports to: Maintenance Supervisor

JOB DESCRIPTION

Summary/Objective

The housekeeping position performs custodial work in offices, shelter, childcare, common areas and all building interior.

Essential Functions:

- Sweeps, vacuums, mops, scrubs, waxes and polishes floors using industrial vacuum cleaners and scrubbing and buffing machines.
- Sometimes using ladders, dusts and washes walls, cleans ceilings and dusts and polishes light fixtures. Washes and replaces blinds.
- Moves cabinets, boxes, furniture, crates and equipment to clean areas. May remove stains from such surfaces as rugs, drapes, walls, and floors using chemicals and cleaning solutions.
- Cleaning of common areas to include restrooms, lobby, hallways, etc. Light plumbing experience preferred.
- Intake of all donations.
- Trash removal
- May also sweep walks, rake leaves, remove snow or perform other incidental seasonal tasks, to include trash removal.
- Daily playground inspections.
- All other duties as assigned.

Qualifications:

- High school diploma or GED
- Ability to work with little or no supervision
- Ability to exercise sound judgement and act quickly in an emergency
- Prior housekeeping experience, floor care preferred
- Ability to pass child abuse/neglect and criminal background screening
- Ability to lift 50 pounds
- Ability to work flexible hours, including weekends

Working Conditions:

- Forty (40) hour workweek with flexibility regarding days/times to accommodate other shifts, as needed.
- Indoor working environment protected from weather conditions and contaminants other than normal cleaning supplies. Minimal outdoor work, such as sidewalk/trash maintenance.

Physical Requirements:

- Standing for long periods, bending, stooping and lifting up to 50 pounds.
- Repetitive hand/arm motion.
- Ability, on a consistent basis, to perform activities requiring cooperation, instruction, or speaking with others.
- Ability to communicate effectively in person with program participants, donors, volunteers and staff.
- While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Required Education and Experience

- High school diploma or GED.
- 1 years of relevant building maintenance experience.

Personal Characteristics:

The successful individual will demonstrate the following:

- Organization: Set priorities and develop a work schedule to accomplish assigned tasks.
- Independence: Ability to work alone with little to no supervision and independently identify tasks that need to be done.
- Build relationships: Establish and maintain positive working relationships with others, both internally and externally to achieve the organizations goals of empowering women and eliminating racism. Able to work as a team. Able to maintain confidentiality and appropriate boundaries with program participants.

Competitive Salary and fringe benefits. YWCA St. Joseph is an equal opportunity employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. *EEO* *AAP*