



Housekeeper

GENERAL SUMMARY

FLSA: Nonexempt

Provides clean and healthy surroundings for all who live, work, or visit The Canticle. Performs duties of light maintenance.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Cleans assigned areas by dusting, sweeping, mopping, waxing and vacuuming. Follows cleaning schedule.
2. Provides laundry services as assigned. Washes, dries clothing and linens.
3. Disposes of trash in appropriate manner.
4. Cleans windows as scheduled.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Successful work experience in completing a cleaning plan including sweeping, dusting, washing, waxing.
2. Ability to work flexible hours (may not be necessary).
3. Must be able to understand simple instructions and have minimal reading skills.
4. Must be able to work overhead.
5. Must be able to operate related machinery, i.e., floor buffer, vacuum, carpet cleaner.
6. Able to approach people in a manner which creates harmony and promotes cooperation.

WORKING CONDITIONS

- Frequent lifting, must be able to lift up to 50 lbs. without restrictions.
- Exposure to climate changes and temperatures.
- Standing for long periods and occasionally climb step ladder.
- Exposure to cleaning chemicals and detergents.

ACCOUNTABILITY

The Housekeeper is directly accountable to the Housekeeping Supervisor.