

POSITION DESCRIPTION

Position: Housekeeping Attendant
Program: Cares Campus Shelter
Reports to: Outreach Supervisor
Status: Non-exempt
Date Revised: 4/2021

POSITION SUMMARY:

The Housekeeping Attendant is responsible for assuring the cleanliness and upkeep of the interior and exterior of the buildings. Janitorial duties are performed in a safe manner. Duties are performed professionally and compassionately supporting the safety and the integrity of all clients and staff members as it relates to the program objectives. Work is also performed in a cost effective and service oriented manner as it relates to established organizational standards.

OBJECTIVES/ACTIVITIES:

- A. Responsible for keeping facility in a clean, sanitary and presentable manner at all times.
 - 1. Perform janitorial duties (sweeping, mopping, floor cleaning, dusting, waxing or sealing floors, stain removal, cobweb removal, cleaning mattresses, cleaning toilets, cleaning sinks, windows and mirrors) in the dormitory areas and public areas such as bathrooms, hallways, dining area, laundry rooms, and lobby as needed.
 - 2. Maintain cleaning equipment.
 - 3. Respond to urgent situations, such as spills that require quick action.
 - 4. Responsible for cleaning, sterilizing, and preparing of beds before clients move in.
 - 5. Assist with cleaning and keeping tidy all outside areas, i.e. walkways, all dumpster and garbage areas, entrance, etc.
 - 6. Remove trash and debris from all areas of the campus daily.
 - 7. Inspect bathrooms per schedule and restock any needed supplies such as toilet paper, soap, sanitizer or paper towels.
 - 8. Document all cleaning performed per cleaning checklist.
 - 9. Identify and report repairs to Maintenance Technician.
 - 10. Assist with inventory control and requisition of cleaning supplies as needed.
 - 11. Restock purchased supplies as needed.
 - 12. Assist with other projects as assigned by management.

- B. Responsible for all areas of daily communication with administration to maintain compliance with company policies.
 - 1. Document and report all resident concerns and/or infractions that can impact the residence security.
 - 2. Complete all incident reports and logs as required.
 - 3. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
 - 4. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives. This would include some weekend on-call coverage.
 - 5. Communicate with on-site staff and county/state/city program representatives as required.
 - 6. Comprehend and adhere to ethical standards, program philosophy guidelines, and confidentiality laws.

7. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for residents and all personnel.

C. Responsible for self-development.

1. Continually learn and enhance technical and interpersonal skills.
2. Attend staff meetings/assigned training and complete required certifications, i.e. CPR, First Aid, etc.

EDUCATION AND EXPERIENCE:

This position requires demonstrated ability to perform all janitorial skills. It also requires the ability to communicate and comprehend oral and written instructions and to provide services without ethnic or social prejudices. It requires the ability to perform job duties in a shelter setting that serves those who suffer from issues and challenges unique to seniors, lower economic-status individuals, minorities, and persons with disabilities or addictions. Must have organizational skills, the flexibility to work irregular hours and have the willingness to function as a team member. Requires at least one year of experience in janitorial, housekeeping or related field. Requires CPR and First Aid training within ninety (90) days of employment, re-certification as necessary annually.

SPECIFIC SKILLS REQUIRED:

Knowledge of chemicals and solvents
Time management
Attention to detail
Ability to work independently
Supply management
Ability to follow documented instruction and guidelines
Understand inspections scheduling

PHYSICAL REQUIREMENTS:

Lift and move up to 50 pounds
Physical stamina, physical dexterity, and agility
Physically able to safely maneuver weight distribution of janitorial supplies
Must be capable of climbing all types of ladders
Must be able to frequently climb stairs
Stand, walk, bend, stoop, kneel, and sit frequently

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from a member of management. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position may require contact with county/state/city and business entities, residents, and all levels of staff. The Housekeeping Attendant is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all residents. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss can occur if repairs and maintenance are not made in a timely manner.

NUMBER OF EMPLOYEES:

No employees report to this position.

This Housekeeping Attendant job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed _____