



JOB DESCRIPTION

Job Title: Housekeeper

Ministry: Marygrove

Reports To: Senior Director of Operations

Date: 01/01/2025

OUR MISSION

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

POSITION SUMMARY

Cleans dining rooms, living rooms, hallways, bathrooms, resident rooms, kitchens, stairwells, and offices at Marygrove by performing the following duties.

This position requires training in the Archdiocesan program Protecting God's Children.

OVERVIEW & RESPONSIBILITIES

- All floor care (i.e. dust mop, wet mop, sweep, scrub, wax, and polish).
- Cleans rugs, carpets, and draperies.
- Strips, waxes and buffs floors.
- Cleans furniture (i.e. upholstered furniture, desktops, and table tops).
- Cleans lobbies, lounges, rest rooms, hallways, and stairways.
- Dusts furniture, and high and low areas of walls. Washes walls, ceiling, and woodwork. Washes windows, door panels, and sills.
- Empties wastebaskets and empties and cleans ashtrays.
- Transports trash and waste to disposal area.
- Replenishes bathroom supplies. Replace light bulbs.

- Observes and reports any and all safety and maintenance requirements.
- Performs related duties as assigned by supervisor.

KNOWLEDGE & EXPERIENCE REQUIREMENTS

- High school diploma or general education degree (GED); or one to three months of related experience and/or training; or equivalent combination of education and experience.

SKILLS & COMPETENCIES REQUIRED

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasional exposure to blood and body fluids (required to wear protective gloves and eye shields when appropriate to the task at hand). While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

RESOURCES FOR WHICH ACCOUNTABLE

N/A

EMPLOYEE NAME

DATE

HR REPRESENTATIVE

DATE