

# Housekeeper OLV Charities

## **POSITION SUMMARY:**

This position performs a variety of routine manual tasks requiring light, medium, and heavy physical effort in cleaning and caring for assigned areas. Housekeepers work mainly independently and perform a wide range of specialized and routine cleaning activities such as window washing, vacuuming, trash and recycling removal, dusting and cleaning, office spaces, kitchens and common areas, residential facilities, and restrooms.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintain all assigned areas in a clean and sanitary condition.
2. Vacuums, sweeps, mop and dusts offices, corridors, stairs, stairwells, walls, furniture and equipment.
3. Cleans and scrubs all areas of lavatories and locker rooms such as sinks, urinals, disinfecting toilet bowls, wiping down all surfaces, floors, common areas of locker rooms and replenishing necessary supplies.
4. Removes hazardous articles from floors, furniture and equipment and places them in designated place.
5. Empties and removes trash from offices, lavatories and common areas.
6. Assists in moving furniture and equipment in connection with cleaning.
7. Observe and report any maintenance issues to supervisor in a timely manner.
8. Listen and respond to employee inquiries in a respectful manner.
9. Maintain all assigned areas and storage area for equipment/supplies in a clean and sanitary condition.
10. Maintain cleaning equipment in good working order.
11. Checks supplies and equipment functioning and notifies supervisor of low supply levels and equipment malfunction.
12. Adhere to the guiding values and beliefs of the organization, including respect and courtesy toward co-workers, vendors and those we serve
13. Perform other duties as assigned

## **SKILLS**

1. Detail oriented – pays attention to details at assigned location, with extra attention to special requests.
2. Organizing, planning and prioritizing work.
3. Possesses strong organizational and prioritization skills

4. Able to work independently or as a team member by demonstrating collaboration with internal, cross functional teams and internal/external customers
5. Able to troubleshoot and problem solve issues proactively and in a timely manner
6. Able to accomplish job assignments in an efficient, organized and quality manner
7. Able to take initiative and is responsive to potential issues and needs without instruction to do so
8. Interacts with others with respect, demonstrates positive interpersonal and customer service skills
9. Work positively and cooperatively as a member of the Facilities team

### **EDUCATION AND EXPERIENCE**

1. High School Diploma or Equivalency required
2. 5 years of experience
3. Possesses a valid driver's license preferred

### **WORK SCHEDULE:**

Basic full time work schedule is 8:00am – 4:00pm; 37.5 hours per week; Monday through Friday with occasional overtime.

### **PHYSICAL REQUIREMENTS OF THE POSITION:**

Must be able to lift, push or pull up to 50 pounds and vision for color, peripheral and depth  
Able to stoop, kneel, crouch and crawl, reach and climb stairs; with visual and auditory requirements

**Email resume and cover letter to:** [olvc-careers@olvcharities.org](mailto:olvc-careers@olvcharities.org)

Or send cover letter along with resume to:

OLV Charities Human Resources Department; 780 Ridge Road; Lackawanna, NY 14218