



Strengthening Community, One Person, One Family at a Time

JOB ANNOUNCEMENT

Title: Housekeeper
Supervisor: Manager of Facilities and Transportation
Work Hours: 37.5 hours/week
(M-F 7:00am – 3:30pm)

FLSA: Non-Exempt
Classification: Full-Time
Pay Rate: \$15/hr

Summary

Under the direct supervision of the Manager of Facilities and Transportation, this position is primarily responsible for the general cleaning and maintenance of the Agency's facilities. Employee must comply with proper safety policies and procedures as required and provide excellent customer services to both internal and external customers. Reports to work each day and on time and works extra hours when needed.

Essential Job Duties

- Empty all waste containers and replace with clean plastic trash bags (interior and exterior); Place all collected rubbish and debris in the appropriate area.
- Bathrooms – clean urinals daily, mirrors, sweep, mop, and empty waste containers; Replace materials or supplies i.e. fill paper towel dispensers, toilet tissue, soap dispensers, etc.
- Vacuum offices daily (mop if no carpet), clean office and door windows.
- Assist in stripping and refinishing floors.
- Assemble and move office furniture and agency equipment
- Change light bulbs and make minor repairs when necessary.
- Community Rooms – sweep, mop, empty waste containers, clean tables.
- Conference rooms – vacuum, clean tables, and dust trophies (daily).
- Storage rooms – keep maintenance supplies organized.
- Outside building – pick up debris and trash, rake, and sweep; Remove snow and ice as needed, and apply salt in winter-like conditions.
- Assist in the grounds department as necessary; Must be able to change agency sites, if needed.
- Perform other duties as assigned and deemed necessary.

Knowledge, Skill and Abilities

- Knowledge of commercial cleaning, light maintenance of equipment, products and supplies.
- Comfortable operating commercial maintenance and electrical cleaning equipment, common tools, etc.
- Adhere to safety requirements, procedures, and best practices.

- Interact with staff and consumers of diverse cultural, racial and ethnic backgrounds.
- Provide excellent customer services to both internal and external customers

Physical Elements

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.

- Must be able to physically perform the basic life operational skills of stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing.
- Must be able to perform light work exerting up to 65 pounds of force occasionally, and/or 20 pounds of force constantly to move objects.
- Must be able to travel as needed getting in and out of a car both indoors and outdoors and may have exposure to various weather conditions.
- Must be able to sit at a computer for extended periods of time.

Qualifications

- High School Diploma or equivalent required.
- Must have and maintain a valid NYS Driver’s License.

I have read, understand, and been given the opportunity to ask questions about the duties of my position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.

We are an Equal Opportunity Employer.