



Company: Capital Improvement Board of Managers
Job Title: Housekeeping
Department: Facility Management
Reports To: Building Services Supervisor
Shifts Available: Third Shift: 12:00am-8:30am

POSITION SUMMARY: This position is an hourly position with responsibility for performing the manual labor associated with the daily cleaning of the facility. Accountability is to the Building Services Supervisor and Building Services Manager.

DUTIES:

- Service and clean restrooms.
- Dust, mop, sweep, wet mop and spray buff floors.
- Wax and strip floors and shampoo carpets.
- Vacuum rugs, carpets, furniture and drapes.
- Dust and clean all furniture, walls, doors, windows and woodwork.
- Wall washing and vacuuming fixtures and vents.
- Empty and clean all waste receptacles.
- Other duties as assigned by Building Services Supervisor.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, be able to follow simple oral and written instructions.

EDUCATION/EXPERIENCE:

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

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Knowledge of cleaning methods, materials, and equipment.
- Knowledge and ability to operate mechanical equipment.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities but may qualify for a “group leader” position and be responsible for assigning duties and making sure they are completed in a timely manner.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

This position requires constant standing, walking, stooping, kneeling and repeated bending and frequent reaching; high/low/level and climbing stairs. Must be able to lift a maximum of 50 pounds.

SALARY: \$20.65/hr

