Effective Date:	05/05/2011	Approved by Policy Council:	03/31/2011
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		Component Affected:	Health & Safety

# Mid-Columbia Children's Council Job Description

Title: Housekeeper Department: Health

Center Coordinator/

FLSA Status: Non-exempt Reports to: Area Mgr

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

#### **General Position Summary:**

The housekeeper contributes to the health and safety of students, staff and volunteers by maintaining a high standard of cleanliness and sanitation within all areas of a site.

#### **Essential Functions/Major Responsibilities:**

- Sweep, wash, and vacuum floors, clean bathrooms, and dust surfaces daily.
- Empty trash and recycle containers on a daily basis.
- Clean windows as needed.
- Stock paper products and soap as needed.
- Conscientiously use and manage supplies.
- Submit accurate records in a timely manner as required.

## **Secondary Functions:**

- Maintain professionalism at all times with parents, staff and community members.
- Act as advocate for MCCC.
- Monitor and report child abuse/neglect as a mandated reporter.
- Document In-kind activities, services, and/or goods.
- Other duties as required.

## Job Scope:

Work is routine in nature with occasional variations from the norm and a low level of complexity. The housekeeper operates under established procedures with minimal supervision. Errors in work can affect the health of staff and program participants, potentially damaging the organization's reputation.

# **Supervisory Responsibility:**

Position is not supervisory in nature.

## **Interpersonal Contacts:**

Contacts are generally within the organization, with center staff. Generally the communication is via written notes; occasionally contacts are face-to-face verbal. Communication rarely contains confidential or sensitive information.

## **Specific Job Skills:**

- Ability to work independently, completing work in a timely fashion, often following verbal or written instructions in English.
- Ability to read and understand cleaning product labels/MSDS and use products appropriately.
- Knowledge of proper cleaning techniques/methods.
- The ability to recognize "out of the ordinary" situations and notify appropriate people.
- Ability to effectively communicate in writing and/or verbally.
- Ability to perform basic math (add, subtract, multiply, divide).
- Ability to operate/maintain a vacuum cleaner; use a mop and broom.
- Ability to stand and walk for extended periods; need to smell, sit, stoop, bend, grasp, use hands over head, hear, and talk on a regular basis.
- Ability to routinely lift/move/push/pull up to 20 pounds, and occasionally up to 50.
- Ability to pass and maintain a criminal background check meeting State, Federal &/or local guidelines for working with children.

#### **Education and/or Experience**:

• Six months janitorial/custodial work experience.

#### **Job Conditions**:

Work generally takes place indoors during evening hours after the center has closed. The incumbent usually works alone.

		Housekeeper
First Level Supervisory Approval	-	
Second Level Approval	-	