



JOB DESCRIPTION – PART-TIME HOUSEKEEPER

PRIMARY FUNCTION:

The Housekeeper is a part-time (32 hours per week) position which is responsible for maintaining a clean, sanitary, safe and attractive environment throughout the Seminary campus.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for the cleaning, polishing, and disinfecting of rooms, suites, restrooms, kitchens, offices, interior and external social areas, hallways and laundry facilities throughout the seminary campus, including removal and replacement of furniture, turning mattresses, etc. to thoroughly clean rooms.
- Ensures that all areas are neat and orderly, straightens furniture and furnishings as needed to create a pleasant environment.
- Cares for, cleans and maintains furniture, draperies and rugs.
- Launders linens, clothing and chapel linens as requested or required.
- Ensures that all buildings are adequately stocked with cleaning supplies, linens and paper products.
- Assists in the care of inventory of housekeeping equipment and supplies.
- Maintains storage areas in a clean, neat and organized manner.
- Complies with safety standards as well as all local, state and federal regulations and laws relating to job assignment.
- Complies with seminary policies and procedures.
- Participates successfully in training assignments intended to increase skill and proficiency related to job assignment.
- Participates in annually required blood-borne pathogen and OSHA safety training.
- Runs errands as necessary and/or directed.
- Performs additional tasks as requested by the Director of Housekeeping.

QUALIFICATIONS:

Education: Minimum: High school diploma or equivalent
Preferred: Trade school certification

Experience: Minimum: Experience cleaning commercial and residential facilities

Valid NYS Driver's license with clean driving record

REQUIRED SKILLS & ABILITIES:

- Knowledge of basic housekeeping procedures and tasks, as well as proficiency in the proper, safe and efficient use of equipment, materials and supplies used in accord with job assignments.
- Ability to understand and follow routine oral and written instructions.
- Industrious and dependable.
- Possess good time management skills.
- Flexibility with work schedule, including overtime and weekend hours as requested.
- Ability to work independently as well as in conjunction with other staff members.

If interested, please submit a resume via e-mail to nehlers@cks.edu or by mail to Nancy Ehlers, Christ the King Seminary, PO Box 607, East Aurora, NY 14052. Resumes should be received by November 15, 2017.