

Housekeeping

SUMMARY OF POSITION

- 1) All floor care including dust mopping, wet mopping, sweeping, scrubbing, waxing, and polishing
- 2) Cleans rugs, carpets, and draperies
- 3) Strips, waxes, and buffs floors
- 4) Cleans furniture including upholstered furniture, desktops, and tabletops
- 5) Cleans lobbies, lounges, restrooms, hallways, and stairways
- 6) Dusts furniture and high and low area of walls. Washes walls, ceiling, and woodwork. Washes windows, door panels and sills.
- 7) Empties wastebaskets and empties and cleans ashtrays
- 8) Transports trash and waste to disposal area
- 9) Replenishes bathroom supplies. Replaces light bulbs
- 10) Observes and reports all safety and maintenance deficiencies
- 11) Sets up cafeteria and events
- 12) Help the organization meet its quality improvement, evaluation, and reporting requirements by contributing to developing outcomes, participating in data collection, interpreting data, and applying it to improve practices and outcomes
- 13) Performs other duties as may be assigned

KNOWLEDGE AND EXPERIENCE

- High School Diploma or GED
- 1-3 months related experience
- Be team oriented and able to work independently

CONTACT

To apply, please submit your resume to Thomas Coleman at tcoleman@gsstl.org.