

Lakewold Gardens

HOUSEKEEPER

Job Description

Job Title: Housekeeper

Department: Administrative

Reports To: General Manager

FLSA Status: Non-exempt (Part-time)

Pay Scale: \$12 per hour

Summary: Performs housekeeping and light maintenance duties to ensure clean, orderly, and attractive conditions of establishment to include the Wagner House, Teahouse, Tour Office and other areas, as assigned.

Key Attributes include the following:

- Attention to detail
- 1 year of verifiable cleaning experience
- Background in household repair preferred but not required
- High School Diploma or equivalent

Essential Duties and Responsibilities include the following:

- Plans work schedule around Lakewold calendar to ensure adequate service.
- Inspects, evaluates and reports problems with physical condition of establishment.
- Submits recommendations to management for painting, repairs, furnishings.
- Inventories and orders supplies and equipment.
- Investigates new and improved cleaning instruments and methods appropriate for historic building.
- Vacuums, dusts and mops floors and carpets.
- Cleans windows, walls and mirrors.
- Cleans, stocks and maintains all restroom facilities, including minor repair.
- Assists with set-up and breakdown of events at Lakewold.
- Facilitates adequate garbage/recycling removal.
- Performs other janitorial duties as assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

To perform the job successfully, an individual should demonstrate the following competencies:

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) and one year of verifiable housecleaning experience.

Certificates: CPR/First Aid

Physical Demands/Work Environment: The physical demands and work environment of this job are detailed on the next page. These parameters 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.

The employee must occasionally lift and/or move up to 50 pounds.

The employee must be able to climb stairs repetitively.

The employee must be comfortable working on an extended step ladder.

Signature _____ Date _____

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