

**SISTERS OF CHARITY OF NAZARETH
BARDSTOWN, KY
JOB OPENING**

Position: Housekeeper

Status: Full Time

Job Summary: Performs heavy housecleaning duties campus wide for residents, employees and guests.

Essential Duties and Responsibilities:

- Perform regular and thorough cleaning of hallways, guest areas, offices, bedrooms, bathrooms, laundry rooms, kitchens and dining areas of apartments and houses including vacuuming, wet and dry mopping, baseboards, doorways, blinds, window sills, shutters, light fixtures, ceiling lights, walls, dusting furniture and cleaning kitchen appliances as needed.
- Empty trash and transport recyclable materials from all Campus buildings to collection sites.
- Make beds and change lightbulbs.
- Wash windows where accessible as requested or as needed.
- Move furniture out of and into rooms as needed.
- Take down curtains and rehang if necessary.
- Scrub and wax stairways, hallways, porches and entrances and buff and mop halls.
- Transfer and deliver supplies to other campus buildings.
- Other duties may be assigned.

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

Position Type/Expected Hours of Work: This is a Full-Time position. Hours of work are Monday through Friday, 6:00 a.m. to 2:30 p.m., 40 hours per week.

Deadline for Application:

May 7, 2019 3:00 p.m.

To apply, please contact Human Resources for a copy of the Internal Job Posting Form.