

**Sisters of Charity of Nazareth  
Job Description**

Job Title: Housekeeper

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Exempt (Y/N): No

Department: Housekeeping/Campus Service

Reports to: Housekeeping Supervisor

Date: May 2018

Wage Range: N-2

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**SUMMARY:** The Housekeeper provides clean and healthy surroundings for residents, employees and guests by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform regular cleaning of hallways, guest areas, offices, bedrooms, bathrooms, laundry rooms, kitchens and dining areas of apartments and houses including: vacuuming, wet and dry mopping, dusting furniture, cleaning kitchen appliances as needed.
- Collect and empty trash and recycled items as needed.
- Make beds as requested.
- Clean stairwells, hallways, porches and entrances weekly or as needed.
- Wash windows where accessible as requested or as needed.
- Perform related duties as needed.
- Other duties may be assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE:** High school education or up to three months related experience or training or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid driver's license required to drive vehicles to transport equipment and supplies to other buildings as needed.

**OTHER SKILLS AND ABILITIES:** Understand and uphold the mission, charism, values and language of the Sisters of Charity of Nazareth.

**PHYSICAL DEMANDS:** The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to walk, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee is occasionally required to sit, climb or balance, and smell. The employee must frequently lift and/or move up to 10 pounds and regularly lifts and/or moves up to 100 pounds with assistance. The employee occasionally assists with lifting and/or

moving more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works near moving mechanical parts and in high, precarious places and is frequently exposed to vibration. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Frequent exposure to high heat and humidity inside the buildings during summer months. Subject to minor cuts, scrapes, burns, and falls. The noise level in the work environment is usually moderate due to noise from sweepers, buffers, wet vacs, shampooers.