

St. Francis Convent – Job Posting



Position: Housekeeper

We are looking for a Housekeeper to join our Team! If you have a passion for cleaning, then this is the position for you!

We promote the Franciscan Values that are integral to the Mission of the Sisters of St. Francis of Assisi, namely, building a caring community, showing compassion, peacemaking and reverencing all creation.

Requirements:

- Excellent customer service skills with a friendly, helpful attitude.
- Have a passion for working with elders.
- Works well in a team environment.
- Ability to communicate with others in a professional manner.
- Must be able to meet expectations for cleanliness.
- Must be able to regularly lift and/or move up to 25 pounds.

Position Summary: Provides clean and healthy surroundings for all who visit, work, or live at St. Francis Convent (SFC).

Responsibilities:

1. Display performance standards which reflect the Mission Statement of the employees of St. Francis Convent.
2. Dust and polish furniture and fixtures and other touch points.
3. Clean and sanitize toilets, showers/bathtubs, countertops, and sinks.
4. Maintain clean and sanitary dining room areas.
5. Make beds and change linens in resident and guest rooms.
6. Wash inside windows.
7. Vacuum and clean carpets and rugs.
8. Sweep/vacuum, polish, and mop hard floors.
9. Assist with laundry as needed by sorting, washing, loading, and unloading laundry.
10. Use cleaning equipment such as vacuums, mops, and other cleaning tools.
11. Keep bathrooms stocked with clean linens, toiletries, and other supplies.
12. Clean mirrors and other glass surfaces.
13. Empty trash receptacles and dispose of trash.

Details:

- Shift: 1st shift
- Full-time, 40 hours per week
- Pay: \$15.00/hour to start