



## **St. Francis Convent – Job Posting**

### **Position: Housekeeper**

**We are looking for a Housekeeper to join our Team!** This position is full-time, 40 hours per week. If you have a passion for cleaning, then this is the position for you!

### **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

### **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:**

- 1 full-time opening, 40 hours per week, 1<sup>st</sup> shift.
- Starting pay: \$15.00/hour.