



## **St. Francis Convent/Franciscan Shore – Job Posting**

**Position:** Housekeeper/Laundry Attendant

**We are looking for a Housekeeper/Laundry Attendant 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.
- Ability to multitask.
- Must be able to meet expectations for cleanliness.
- Must be able to regularly lift and/or move up to 25 pounds.

### **Responsibilities:**

#### **Housekeeping:**

1. Dusts and polishes furniture and fixtures and other touch points.
2. Cleans and sanitizes toilets, showers/bathtubs, countertops, and sinks.
3. Maintains cleanliness and ensures that the dining room areas are in sanitary condition.
4. Makes beds and changes linens in resident and guest rooms.
5. Washes inside windows.
6. Vacuums and cleans carpets and rugs.
7. Sweep/vacuums, polishes, and mops hard floors.
8. Keeps bathrooms stocked with clean linens, toiletries, and other supplies.
9. Cleans mirrors and other glass surfaces.
10. Empties trash receptacles and discards waste.

#### **Laundry:**

1. Washes soiled laundry, sorts, dries, and folds it.
2. Places dry cleaning in bags for outside vendor, brings the laundry bin to the loading dock to be delivered to the vendor on a weekly basis.
3. Irons clothing when needed.

### **Details:**

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

