

**One80 Place**  
**JOB DESCRIPTION**

**Housekeeper**

The Housekeeping position works with the Housekeeping, Laundry and Facilities Team in performing a variety of routine housekeeping, laundry and facilities duties.

**STATUS:** Full Time, Non-Exempt  
**WORK SHIFT:** Saturday through Wednesday

**SPECIFIC REQUIREMENTS:**

1. Related field with 2+ years of experience.
2. Previous knowledge of basic housekeeping and laundry standards.
3. Effective verbal and written communication skills
4. Must be adaptable to working in an ever-changing environment. May start one task then be asked to complete another task that takes priority. Flexibility is a must.
5. Ability to work independently and as part of a fast-paced team. Must have a great attitude and be professional when interacting with co-workers and shelter guests.
6. Ability to relate effectively to diverse individuals and maintain calm under pressure.
7. Ability to clean in situations where bodily waste and/or fluids have been released.

**SPECIFIC DUTIES:**

1. Clean and maintain assigned facilities during operational hours.
2. Cleaning duties include processing laundry, maintaining public spaces (sweeping, mopping, emptying trash, disinfecting, etc.), maintaining outdoor areas (litter pick up, etc.).
3. Use of Cleaning Chemicals according to OSHA regulations. Adhere to all health department, sanitation and safety regulation as required by organizational standards.
4. Report linen shortages and work with Donations Center to replace product in a timely manner.
5. Assist guest with laundry if needed.
6. Perform restroom and laundry room inspections on the weekend. Identify and resolve areas of needed attention.
7. Restock work areas for the next shift as assigned.
8. Report facility maintenance issues, faulty equipment, safety hazards and other problems to the supervisor.
9. Special projects and other duties as assigned.

**PHYSICAL, ENVIRONMENTAL AND SENSORY DEMANDS:**

1. Sound mental reasoning.
2. Sound organizational and time management abilities.
3. Corrective vision and hearing to normal range.
4. Ability to move between service locations.
5. Ability to lift 40 pounds.
6. Possible exposure to communicable diseases, emotionally stressful working conditions, and irregular hours.