

HOUSEKEEPING POSITION DESCRIPTION

POSITION TITLE

Housekeeping Attendant

JOB SUMMARY

A housekeeping attendant is responsible for maintaining the cleanliness of assigned areas by performing various cleaning duties. Duties and hours may vary, depending upon the size of the assigned area and the number of attendants working during a given period. Although a housekeeping attendant's tasks are subject to change throughout employment, general duties are listed below.

ESSENTIAL JOB RESPONSIBILITIES

- ✓ **Restrooms:** Clean and disinfect sinks, countertops, toilets, mirrors, floors, etc. Replenish restroom supplies. Polish metalwork such as fixtures and fittings.
- ✓ **Floors:** Sweep, mop, and vacuum floors using brooms, mops and vacuum cleaners. Perform other floor work such as scrubbing, waxing and polishing as required.
- ✓ **Break rooms/Kitchenettes:** Clean and disinfect sinks, countertops, tables, chairs, refrigerators, etc. Replenish break room supplies.
- ✓ **Rubbish:** Empty wastebaskets and recyclables, and transports to disposal area.
- ✓ **Other Duties:** Clean rugs, carpets, and upholstered furniture with vacuum cleaner (hip or back pack). Wash walls, woodwork, windows, door panels, partitions, sills, light painting, etc. Dust furniture, equipment, partitions, etc. Assist with the setup/breakdown of special events which include: weddings, funerals, meetings, conferences, etc.

GENERAL QUALIFICATIONS

- ✓ **Dependable:** Reports to work on time and as scheduled, and will work additional hours when needed, including nights and weekends.
- ✓ **Capable:** Able to perform tasks requiring lifting (up to 50 lbs.), bending, squatting, etc.
- ✓ **Cautious:** Complies with proper safety policies and procedures as required, such as when using cleaning chemicals, lifting objects, reporting incidents, etc.
- ✓ **Professional:** Provides excellent level of customer service to internal and external clients.
- ✓ **Independent:** Evaluates own work for neatness, accuracy and thoroughness.
- ✓ **Mobile:** Maintains a valid driver's license and excellent driving record for cases when travel for business may be required.

SALARY / WAGES

Compensation, which is negotiable and salary-based, will be determined with respect to a candidate's qualifications and experience.

APPLICATION

Submit cover letters, résumés, and other relevant employment information by email to twcemployment@wordcity.org, or by postal mail with attention to: TWC Employment.