

*Strengthening Community, One Person, One Family at a Time*



## **JOB DESCRIPTION**

**JOB TITLE:** Housekeeper  
**HOURS:** 7:00 a.m. – 3:30 p.m.  
**REPORTS TO:** Manager of Facilities and Transportation  
**STATUS:** Non-exempt

### **JOB SUMMARY**

Under the direct supervision of the Manager of Facilities and Transportation, this position is primarily responsible for the general cleaning and maintenance of the Agency's facilities. Employee must comply with proper safety policies and procedures as required and provide excellent customer services to both internal and external customers. Overtime hours may be required.

### **Essential Job Duties**

- Empty all waste containers and replace with clean plastic trash bags (interior and exterior). Place all collected rubbish and debris in the appropriate area.
- Bathrooms – clean urinals daily, mirrors, sweep, mop, empty waste containers. Replace materials or supplies i.e. fill paper towel dispensers, toilet tissue, soap dispensers, etc.
- Vacuum offices daily, (mop if no carpet), clean office and door windows.
- Assists in stripping and refinishing floors.
- Assembles and moves office furniture and agency equipment,
- Perform routine painting.
- Change light bulbs and make minor repairs when necessary.
- Community Rooms – sweep, mop, empty waste containers, clean tables.
- Conference rooms – vacuum, clean tables, dust trophies (daily).
- Storage rooms – keep maintenance supplies in this room organized.
- Outside building – pick up debris and trash, rake, sweep. Remove snow and ice as needed, and apply salt in winter-like conditions.
- When necessary assist in the grounds department. Must be able to shift between sites if needed.
- Perform other duties as deemed necessary.

### **Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties. While performing the duties of this job, the employee is regularly required to:

Walk and stand  
Bend forward  
Reach and grasp

Climb  
Kneel down  
Push and pull objects

Repetitive bending and lifting of items  
Lift and/or move up to 65 lbs

Repetitive arm movement

Position may require frequent bending, stooping and walking, work is both indoors and outdoors and exposure to various weather conditions and extreme weather for periods of time, also exposure to dust and harsh chemicals that if not handled properly may present a health hazard.

**Skills, Knowledge and Abilities**

SKILLS are required to perform single non-technical tasks. Specific skills required to satisfactorily perform the functions of the job include operating commercial maintenance and electrical cleaning equipment, common tools, etc., and adherence to safety practices.

KNOWLEDGE of basic math and reading comprehension in order to follow instructions and understand written and oral instructions, is needed. Specific knowledge required of methods of commercial cleaning, light maintenance of equipment, products and supplies and safety practices and procedures.

ABILITY is required to use basic, job-related equipment. Ability to work with others in a diverse cultural environment and variety of circumstances, work with specific, job-related information and utilize job-related equipment. The employee must be able to determine the cleanliness, accuracy and thoroughness of the work assigned. Ability to understand instructions and effectively communicate to others is needed.

**QUALIFICATIONS**

High school graduate or equivalency required. Experience in the care and maintenance of buildings and knowledge of methods, safety practices, materials, chemicals, and equipment used in janitorial work is desirable. Must have and maintain a valid NYS Driver's license.

*My supervisor has discussed this job description with me.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.** Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency's current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

**The Community Place of Greater Rochester, Inc. is committed to leveraging the talent of a diverse workforce to create great opportunities for our business and our people. EOE/AA. Race/Color/Gender/Sexual Orientation/Gender Identity/Religion/National Origin/Disability/Veteran**