

## Housekeeper

Written by Golden House gb  
Saturday, 16 August 2014 11:26 -

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Position: Housekeeper

Supervisor: Operations Manager

Hours & Days of Work: M – F, 5 hours per day: 6:30-11:30am (Start time is flexible)

### *Job Summary:*

- Daily cleaning of offices, meeting rooms and shelter common spaces to maintain a clean and safe environment
- Complete specific cleaning or light maintenance projects as assigned

### *Knowledge, Skills & Abilities:*

- Knowledgeable with custodial equipment use & maintenance
- Understands and demonstrates custodial practices, safety in the workplace
- Knowledge of recycling rules and cleaning operations
- Ability to work independently with minimal supervision
- Ability to lift 25 pounds, stand for 5 hours

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- Ability to plan & organize work and to make effective use of time
- Ability to work the required hours of the position

### *Minimum Qualification Required:*

- Experienced office and residential cleaning preferred
- Experience & knowledge of various cleaning devices & materials
- Completion of criminal background check

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and tasks other than those stated in this description.

Please email resumes to: [debi@goldenhousegb.org](mailto:debi@goldenhousegb.org) . **No phone calls please.**