



Housekeeper Position

Job Description

Job Summary:

The Housekeeping position will perform routine cleaning and upkeep of the facilities.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Cleans and assists with upkeep of facilities
- Performs routine housekeeping and occasional set up for events
- May order supplies and materials as needed or notify supervisor of needed items
- Performs other related duties as assigned

Qualifications:

- Previous experience in housekeeping or other related fields
- Familiarity with housekeeping equipment
- Ability to handle physical workload
- Reliable and ability to be at work on time
- Excellent time management skills

Education and Experience:

- High school diploma or equivalent required.
- Related experience preferred.
- On-the-job training offered.

Physical Requirements:

- Prolonged periods standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 30 pounds at a time

The JCC is an Equal Opportunity Employer and fully complies with all Federal, State and Local Laws.

Signatures

This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential skills and qualifications of the position.

Employee _____

Date _____

Manager _____