



Community Action Committee of Pike County

Housekeeper

Position Overview: Maintenance Division of the Organization. Provide custodial services for the organization.

Qualifications:

- High School Diploma or equivalent

Preference:

- 1 year janitorial related work, building maintenance or housekeeping experience preferred

Requirements:

- Handle biohazard materials and willing to be inoculated for Hepatitis and be tested for tuberculosis.
- Current valid driver's license
- Proof of automobile insurance.
- Insurable under agency insurance policy.
- Reliable transportation.
- Ability to lift 50 pounds.
- Ability to do multiple tasks at one given time.
- Ability to handle confidential information in a professional manner.

Deadline: Until Filled

Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661. Applications are available at www.pikecac.org and at our office in Piketon.

The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.

The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.

Job Title:	Housekeeper	Department:	Maintenance
Job Level:	3	Hours:	40 Hours Weekly
Supervisor:	Maintenance & Housekeeping Supervisor	FLSA:	Non-Exempt
Human Resources Director's Signature: _____		Date: _____	
Employee Signature: _____		Date: _____	
Employee Printed Name: _____		October 2016	

Position Overview:

Maintenance Division of the Organization. Provide custodial services for the organization.

Qualifications:

- High school diploma or equivalent.

Preference:

- 1-year janitorial related work, building maintenance or housekeeping experience preferred.

Requirements:

- Handle biohazard materials and willing to be inoculated for Hepatitis and be tested for tuberculosis.
- Current valid driver's license
- Proof of automobile insurance.
- Insurable under agency insurance policy.
- Reliable transportation.
- Ability to lift 50 pounds.
- Must be a self-motivator.
- Ability to do multiple tasks at one given time.
- Ability to handle confidential information in a professional manner.
- Work well with minimal supervision.
- Remain calm in times of crisis.
- Appropriate office dress

Essential Job Functions:

- May occasionally have contact with blood or other potentially infectious materials.
- Will be provided with training on exposure control and housekeeping procedures involving infectious materials.
- Will be offered the hepatitis B vaccine free of charge.
- Clean the assigned facility following established procedures, shut the building down for the night and lock the building upon leaving. No one except the Housekeeper and authorized agency employees are allowed in the building during the Housekeeper's shift.
- Will be required to complete all of the cleaning duties in the number of hours allotted for whatever building the Housekeeper is assigned to.
- Empty all trash receptacles and replace liners as necessary.
- Biohazard trash bags (red bags) are to be tied shut.
- Remove all collected trash to designated area.
- Biohazard trash (red bags) is to be collected separately from regular trash and disposed of in biohazard containers. No red bags are to be put inside a regular trash bag.
- Dust all accessible horizontal surfaces.
- Spot clean all walls, light switches, and doors.
- Clean all door glass partition glass, and reception area windows inside and out.
- Fully vacuum all carpeting from wall to wall. Vacuum hall walk off mats. Spot clean-carpeted area as needed.

- Dust mop all hard surface floors with a treated dust mop. Spot mop stains and spills. Damp mop entire area as needed. Note: Exam rooms, labs, Head Start Centers and restrooms must be damp mopped.
- Clean and polish all drinking fountains, removing water marks, scale and splashes on sides and front.
- Restrooms - Fully clean all restroom fixtures, mirrors, walls, stalls, toilets and urinals. Refill paper supplies and hand soap. Refill women's sanitary products.
- Remove sanitary wax bags from holders, clean inside and outside of holders, replace and restock sanitary wax bags. Sweep and damp mop floors.
- Break Areas - Spot clean counter tops, wipe down large appliances and vending machines. Resupply paper products.
- Break areas and conference rooms - fully clean and polish tables. Spot clean metal chairs.
- Health Clinic Exam Rooms - Sweep and damp mop floors, fully clean and disinfect exam tables, chairs, fixtures, accessible counter tops, spot clean and disinfect walls, light switches, and doors.
- Disinfect doorknobs. Resupply hand soap and paper products.
- Clean up litter from around entrances of building.
- Clean up litter from around dumpster.
- Inform Housekeeping Supervisor of necessary cleaning supplies and consumable supplies.
- Inform Housekeeping Supervisor of any repairs needed.
- Maintenance and account for consumable supplies used daily by various programs.
- Ensure that all doors and windows are locked and the lights, other than the designated night-lights are turned off prior to departure. Arm alarm system if applicable.

Weekly

- Dust high reach and low reach areas - pictures, clocks, partition tops, vending machines, ceiling/wall corners, chair/table/desk legs, baseboards, etc.
- Sweep and damp mop all hard surface floors entirely.
- Clean and polish all bright metalwork, doorframes, lettering and all other metal accessories.
- Using tank vacuum, detail vacuum corners, edges, chairs, and upholstery, then fully vacuum all carpeted areas wall to wall.
- Janitor Closet - Clean and arrange equipment and supplies, empty vacuum cleaner bags, check vacuum cleaner belts, clean mop sink, fully dust, sweep floors.
- Dust all Venetian blinds.
- Buff all hard surface floors. Wax traffic area as needed.
- Wipe and disinfect all telephones including ear and mouthpiece.

Other Activities - Additional hours and/or schedule changes required.

Strip and wax floors.

- Wash windows interior/exterior.
- Clean all ceiling vents and ceiling lights.
- Adhere to all agency Safety Policies and Procedures.
- Attend meetings, conferences and training sessions related to the duties of this position and disseminate acquired information to appropriate individuals inside and outside the agency.

Non-Essential Job Functions:

- Committee assignments.

Other Skills/Abilities/Documentation

- Knowledge of Community Action Programs.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.