**JOB DESCRIPTION**

**HOUSEKEEPING WORKER**

The Housekeeping Worker shall be under the direction of the Operation Coordinator

Duties and Responsibilities:

* Sweeping, vacuuming, mopping, polishing, etc. of kitchen, offices and common areas
* General cleaning and sanitizing of sinks and toilets
* Wipe down walls, baseboards and chairs
* Removal of trash from offices and common areas
* Replenish Restroom supplies
* Dishwashing
* Assist with organizing the pantry
* Able to lift up to 25 lbs.
* Work independently
* Be a self starter and motivated
* Good time management
* Light organizational skills
* Available to work some weekends & holidays
* Regular attendance and punctuality expected
* Be flexible for a wide range of tasks from the routine and predictable to the unique and unexpected.

THESE DUTIES AND RESPONSIBILITIES ARE SUBJECT TO CHANGE AS DEEMED APPROPRIATE AND NECESSARY BY PROGRAM DIRECTORS AND SENIOR STAFF MEMBERS

QUALIFICATIONS:

1. Bilingual English and Spanish preferred
2. Minimum of 2 years experience
3. Additional Food service or day care experience a plus ``
4. Must pass a thorough background check