

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: HOUSEKEEPING AIDE

General Description of Duties:

Responsible for performing a variety of tasks related to maintaining safe and clean environment. Non-exempt position.

Qualifications Preferred:

Knowledge, Skills, Abilities: Communication; General cleaning, sanitation, and health regulations; Read and write legibly; Work with limited supervision

Certification/License: Annual TB Skin Test; CPR/First Aid

Education: High school graduate or equivalent.

Experience: One year in related field

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

Be knowledgeable of general cleaning, sanitation, and health regulations.

Perform general housekeeping tasks, including window washing, bathroom cleaning, mopping, washing table tops, vacuuming and laundry as required.

Maintain any records required, including inventory of cleaning and janitorial supplies.

Organize and store supplies in an orderly manner.

Distribute supplies to various locations.

Prepare coffee and tea for staff, board room, and other areas as assigned.

Assist with set-up and clean-up of various meetings and luncheons.

Participate in training, in-services, conferences, and seminars as requested.

Follow directions of supervisor, performing other duties as assigned.

Physical Requirements:

Communication - English speaking

Driving vehicles

Lifting up to 50 lbs.

Pushing/pulling up to 50 lbs.

Reaching overhead and in front of body

Sitting for 1-2 hours consecutively

Standing for 3-4 hours consecutively

Hearing for driving

Stooping, kneeling, bending, twisting, crouching

Use of hand, wrist, fingers

Vision for driving and reading

Walking for short distances

Ability to operate machinery and equipment

Responsible to: Maintenance/Facilities Manager

Supervision of: N/A

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.

Staff Signature

Supervisor Signature

Date

Date