

## **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

### **Major Responsibilities and Duties:**

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

Perform general housekeeping tasks daily, including window washing, bathroom cleaning, mopping, disinfecting, emptying trash and sanitizing table tops, furniture, toys, vacuuming, 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.

Responsible for appropriate inspection, use and maintenance of Personal Protective Equipment.

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.

Assist in delivery of meals to various programs/building.

### **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

Walking for short distances

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

Ability to operate machinery and equipment

**Responsible to:** Director of Maintenance/Facilities

**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.*

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*Staff Signature*

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*Supervisor Signature*

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*Date*

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*Date*