

THE DA VINCI DISCOVERY CENTER OF SCIENCE AND TECHNOLOGY, INC.

Job Description

April 2021

Job Title	Housekeeper (Full Time)
Department	Facilities
Reports to	Facility Manager

Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours: 40/week <input checked="" type="checkbox"/> Days <input checked="" type="checkbox"/> Weekends <input checked="" type="checkbox"/> Evenings <input checked="" type="checkbox"/> Holidays	FLSA Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include performing routine maintenance activities and notifying management of need for repairs. Follows appropriate safety practices and procedures while on the job.

MAJOR JOB RESPONSIBILITIES

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned.

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Mix water and detergents to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move furniture, equipment, and supplies, either manually or by using hand trucks.
- Notifies managers concerning the need for major repairs or additions to building operating systems.
- Notifies management about safety concerns.
- Requisition supplies and equipment needed for cleaning duties.
- Supports the set-up and teardown for programs, events and facility rentals as required.
- Collaborates with the Visitor Services and Education departments to deliver a high quality guest experience. Assists other departments as required.
- Interacts with guests by answering questions, supplying directions and providing exceptional guest service.
- Participates in and supports a productive and positive environment with a focus on customer service.

EDUCATION REQUIREMENTS

High school diploma or general education degree (GED) and one year of responsible experience in Janitorial Services.

Housekeeper

PHYSICAL DEMANDS OF THIS JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Housekeeper job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Housekeeper job. While performing the responsibilities of the Housekeeper job, the employee is required to talk and hear. The employee is often required to be on their feet for four (4) hours at a time, move or lift at least 50 pounds, and use their hands and fingers. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

WORK ENVIRONMENT OF THIS JOB

While performing the responsibilities of the Housekeeper job, these work environment characteristics are representative of the environment the Housekeeper will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Housekeeper job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud. The employee may be exposed to live animals. The employee will be trained and asked to use chemicals.

REQUIREMENTS

Successful completion of a criminal background check including checks through Pennsylvania State Police, Federal Bureau of Investigation, and Pennsylvania Child Abuse Registry. Successful completion of additional background checks may also be required.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Housekeeper position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the right to revise duties as needed.

Director / Manager
Approval

CEO / Executive
Director Approval

Title

Date

Date