



Tenacre Foundation Job Description

Job Title: Housekeeper 2

Ministerial Designation: Non-Religiously Qualified-non-exempt

Department: Housekeeping

Reports To: Housekeeping Manager

Prepared Date: 08/09/2019

Summary: Tenacre is looking for a Housekeeper 2, who participates in its healing Mission and Ministry and enjoys working on a team, is able to lift up to 50 lbs., enjoys working hard in an energizing environment and serving the entire Tenacre community on a continual basis.

Competencies

To perform the job successfully, an individual should be demonstrating the following competencies:

Team Player:

Works safely and cooperatively with a team toward accomplishment of shared goals.

Integrity and Ethics:

Makes decisions and acts with Tenacre's long term interests in mind; is a good listener and approaches work from a basis that is thoughtful and caring; demonstrates reliability, including punctuality.

Attention to Detail:

Is thorough in accomplishing tasks no matter how small; monitors and checks work; plans and organizes time and resources efficiently even under the pressure of multiple demands.

Immediacy and Flexibility:

Enjoys working hard; can be counted on to get things done on time; adapts quickly to changing needs and schedule.

Judgment: Gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas, uses initiative appropriately.

Essential Duties and Responsibilities (Other duties may be assigned.)

- Daily reads checklist for work assignment; anticipates and gathers necessary chemicals, supplies and equipment needed for the job, and takes these to site to be cleaned
- Measures cleaning chemicals, cares for cleaning equipment and remains alert to safety measures
- Safely and properly lifts, and/or carries housekeeping equipment (occasionally lifting items weighing up to 50 lbs) and capably uses cleaning appliances: vacuum cleaner, floor buffer, carpet extractor, stripper, broom, mop, bucket, 2-3 step ladder, utility cart, laundry hamper

- Properly lifts and moves furniture as needed
- Daily mops kitchen and bath floors and vacuums in guest rooms at the Christian Science Nursing settings and other areas
- Removes trash and recycling from the Christian Science Nursing settings, all offices, other Tenacre buildings and designated areas, and places the trash and recycling into proper dumpsters
- Delivers Housekeeping supplies to the Christian Science Nursing settings and other Tenacre buildings and maintains a correct amount of supplies in all areas
- Performs various floor care projects throughout Tenacre: scrubbing, stripping, buffing, waxing floors, washing and extracting carpets; moves around furniture to work on floors
- Picks up dirty linen bags from Christian Science Nursing settings and takes them to the Tenacre Main laundry and brings back clean linens to the Christian Science Nursing settings
- Sets up tables, chairs, podiums, risers, and other needed furniture for events and programs
- Walks throughout multi acre property in all kinds of weather to work in all buildings, climbs stairs when necessary and works in any of the Tenacre Christian Science Ministries and buildings
- Drives the utility carts safely throughout the Tenacre property
- Agrees to work on scheduled weekends and shows flexibility to Department requests to cover cleaning needs that arise spontaneously

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty as stated. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Prior experience or training in housekeeping, preferred
- Applicants must enjoy cleaning and keeping order
- Fluent in speaking, reading, and writing English