



Housekeeper - Delivery & Floorcare

Job Title: Housekeeper - Delivery & Floorcare
Ministerial Designation: Non-Religiously Qualified, Non-exempt
Department: Housekeeping
Reports To: Housekeeping Manager
Prepared Date: 01/07/25

Summary: Participates in the healing Mission and Ministry of Tenacre by cleaning the Christian Science Nursing settings, visitor and resident accommodations, offices, and other property-wide areas. A successful housekeeper at Tenacre strives to clean and tidy with love and grace and should be cheerful, orderly, punctual, and patient.

Competencies

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

Team Player:

Works safely and cooperatively with a team toward accomplishing 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 thoughtful and caring basis; 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:

Willingness to work on any scheduled assignment. Enjoys working hard and can be counted on to get things done on time. Adapts quickly to changing needs and schedules.

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 supplies and equipment needed for the job and takes to site to be cleaned
- Occasionally lifts and carries items weighing up to 50 pounds
- Delivers housekeeping supplies to the Christian Science Nursing settings and other buildings
- Works with the Tenacre Main Laundry to deliver clean linens and picks up dirty ones from Christian Science Nursing settings and other applicable spaces
- Removes trash and recycling from the Christian Science Nursing settings, all offices, various Tenacre buildings, other designated areas and deposit in main dumpsters
- Measures cleaning chemicals, cares for cleaning equipment, and remains alert to safety requirements
- Competently uses cleaning equipment: broom, mop, bucket, floorcare machines, laundry hamper and various height stepladders
- Performs various floor care projects throughout Tenacre: vacuuming, mopping, scrubbing, stripping, buffing, waxing floors, washing, and removing carpets; power-washing and cleaning outdoor areas
- Sets up and breaks down tables, chairs, podiums, risers, and other furniture for events and programs
- Walks throughout the multi-acre property in various weather conditions and climbs stairs when necessary
- Drives the utility carts safely throughout the Tenacre property
- Ability to work on a rotating weekend schedule and shows flexibility to Department requests to cover cleaning needs that arise unexpectedly

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
- Must enjoy cleaning and keeping order
- Demonstrated ability to read, write and speak English fluently, which is understandable by staff and residents
- Member of The First Church of Christ, Scientist in Boston, Massachusetts, preferred
- Driver's license, preferred