



Tenacre Foundation
Housekeeper A

Job Title: Housekeeper A

Ministerial Designation: Non-Religiously Qualified; Non-exempt - 40 hours per week

Department: Housekeeping

Reports To: Housekeeping Manager

Prepared Date: 11/02/2021

Summary: The Tenacre Housekeeper A participates in the healing mission and ministries of Tenacre by cleaning visitor and resident accommodations, offices, and other property-wide areas with grace and joy. A successful Housekeeper at Tenacre strives to clean and tidy with love, be cheerful, orderly, punctual, and patient.

Competencies

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

Team Player:

Works safely and cooperatively with a team toward the 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 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:

Enjoys working hard; 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.

Adaptability: Can flourish in a flexible, fluid work environment, and when a need arises, is willing to carry out additional tasks as assigned by supervisor and/or manager.

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

- Daily reads checklist for work assignments; anticipates and gathers necessary supplies needed for the job and takes these to the site to be cleaned
- Safely uses the right equipment and chemicals to clean various spaces on campus, which includes offices, cottages, staff housing, visitor accommodations, common spaces, kitchens, bathrooms, and outdoor areas
- Operates professional laundry machines in the Tenacre Laundry and use cleaning detergents accurately; regularly sorts and counts linens for delivery to other areas; and occasionally climbs a ladder to stack laundry in the closets
- Visually inspects work areas and maintains various housekeeping closets
- Safely and properly moves and/or carries housekeeping equipment, occasionally lifting items weighing up to 25 pounds
- Walks throughout the multi-acre property in all kinds of weather, climbs stairs when necessary and works in any of the buildings
- Drives the utility cart safely throughout the Tenacre property, once trained
- Agrees to work on scheduled weekends
- Must be flexible when asked to take care of cleaning needs that arise spontaneously

Qualifications

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

Experience and/or Education

- Proficient in speaking, reading, and writing English so that Tenacre residents and staff can understand
- Prior experience and/or training in housekeeping, preferred
- Christian Science Mother Church membership, preferred