



Housekeeping Custodian

Job Title: Housekeeping Custodian

Ministerial Designation: Non-Religiously Qualified, Non-exempt

Status: Regular Full Time (40 hours/week)

Department: Housekeeping

Reports To: Housekeeping Manager

Active Date: August 2025

Summary: Participates in the healing Mission and Ministry of Tenacre by using commercial equipment to clean interiors and exteriors of buildings, transporting linens across campus in all four seasons, and setting up various spaces for workshops and events. A successful Housekeeping Custodian at Tenacre strives to complete their duties with love and grace and should be cheerful, orderly, punctual, and patient.

Competencies

To perform the job successfully, an individual should demonstrate 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
- Always being alert of safety requirements
- Able to lift and carry items weighing up to 50 pounds by oneself and heavier items such as commercial equipment and furniture with assistance
- 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
- Flexibility to meet immediate housekeeping needs like cleaning rooms in the settings or any other building, assisting in the laundry with washing and folding linens and other tasks

Delivery

- This position requires driving a utility cart safely throughout the Tenacre property and lifting items in and out of the cart
- Delivers housekeeping supplies to the Christian Science Nursing settings and other buildings
- Collaborates with the Tenacre Main Laundry to deliver clean linens, collects soiled linens from Christian Science Nursing settings and other relevant areas, and places them in hampers in the Main Laundry
- Removes trash and recycling from the Christian Science Nursing settings, all offices, various Tenacre buildings, other designated areas, and deposit in the main dumpsters

Floorcare

- Performs various floor care projects throughout Tenacre; including vacuuming, mopping, scrubbing, power-washing, and cleaning outdoor areas
- Competent in handling cleaning equipment, including broom, mop, bucket, floorcare machines, laundry hamper, and various height stepladders
- Accurately measures cleaning chemicals
- Lifting floorcare machines in and out of utility cart and cleaning after each use

Projects

All Housekeeping Custodians are involved in additional tasks that occur throughout the year including:

- Deep-cleaning buildings, apartments common spaces
- Power-washing of buildings, patios, and walkways; regularly cleaning off cobwebs from all buildings
- Setting up chairs and tables for various events around the campus
- Assisting other departments in moving and setting up furniture in various spaces
- Setting up and taking down Christmas trees and decorations
- Setting up once a month outdoor community meal areas (May – September)

Qualifications

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

Education and/or Experience

- Valid driver's license, required
- Must enjoy cleaning and keeping order
- Demonstrated ability to read, write, and speak English which is understandable by staff and residents
- Prior experience or training with commercial floor care equipment and moving heavy items, preferred
- Member of The First Church of Christ, Scientist in Boston, Massachusetts, preferred

Compensation

- \$24.00 - \$37.50 per hour

Benefits

- Paid time off with carryover and payout features
- 401(k) tax deferred savings plan with a match up to 6% of your annual pay with eligibility from date of hire
- Pension plan
- Optional health insurance
- Life insurance
- Financial education
- Other education assistance
- Dependent care assistance
- Family tuition assistance