

**JOB POSTING**

We consider applicants for all positions without regards to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

DATE OF POSTING 01/26/21

ALL EMPLOYEES WISHING TO BE CONSIDERED FOR THIS POSITION MUST SUBMIT THEIR APPLICATION BY: 02/2/21

POSITION TITLE: Housekeeper

REPORTS TO: Eric Manning, Production Manager

SUMMARY: 1 part-time (non-exempt) position

**DUTIES AND RESPONSIBILITIES:**

1. Clean and disinfect surfaces in staff lounge to include inside and outside of microwaves.
2. Clean and disinfect surfaces in bathrooms.
3. Refill soap, paper towels, and tissue products.
4. Clean all water fountains.
5. Clean all inside windows to exclude dining room
6. Dust and sweep as necessary throughout facility.
7. Vacuum carpeted areas
8. Other areas as required or requested.
9. \_\_\_\_\_
10. \_\_\_\_\_

JOB REQUIREMENTS: Meet minimum qualifications,

MINIMUM QUALIFICATIONS: High school diploma/GED preferred, NCDL, Ability to read and write coherently, Housekeeping experience preferred.

ESSENTIAL FUNCTIONS: Training, cleaning, and maintenance of supplies.

FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE CONTACT: Eric Manning, Production Manager