

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Housekeeper**

Date: 3/10/20

Location: St. Louis, MO

Department: Environmental Services

General Summary:

This position must provide a clean, sanitary comfortable, orderly and satisfying surroundings for the residents, employees, and public. The housekeeper promotes sanitary conditions which prevent the spread of infection and odors. She/he may be required to perform tasks, which involve exposure to visible blood contamination or reasonably anticipated blood contamination. The housekeeper must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and/or the clean-up of blood, infectious materials, or body fluids containing blood in accordance with the OSHA Blood-borne Pathogen Standard.

Essential Duties and Responsibilities:

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Disinfect surfaces of high priority
- Dust designated areas starting from top to bottom
- Clean bathrooms, hallways & corridors, various rooms, and stairways
- Perform dry & wet mopping procedures
- Stripping and waxing floors
- Vacuum upholstery, carpet, & rugs
- Transport trash to the appropriate area
- Wash walls, woodwork, and windows
- Replenish supplies as needed
- Substitute for housekeeping employees in the environmental services department
- Understand basic OSHA requirements pertaining to the environmental services department
- Follow safety procedures
- Maintain an orderly and presentable work area at all times
- Perform other tasks as assigned by Housekeeping Supervisor
- Attend workshops, in-services and employee meetings as required

Basic Qualifications:

- Minimum of a high school diploma
- Minimum of 1 year experience in housekeeping in a hospital or health care facility
- Considerable knowledge of materials, supplies, equipment, and practices used in cleaning of buildings and appurtenances.
- Position demands good physical and mental health
- Ability to lift a minimum of 50 lbs.

- Able to stand for up to 8 hours a day and able to walk
- Push and pull up to 100 lbs.
- Able to bend, squat, kneel and stoop to floor level
- Must use safety ladder to reach and grasp items at 6 feet or higher
- Ability to understand and follow instructions.
- Ability to maintain good working relationships with subordinates, superiors, and other employees.

Job Type: Full-time, non-exempt

Benefit Eligible: Medical, Dental & Vision Insurance, Life Insurance, Short & Long-term Disability, 403B Retirement benefits, Paid-time-off, and Holiday benefits are included with this position.

If you are interested in this position please complete an application.

If you have any questions contact:

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