

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

LOCATION: Mankato

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 or SSND's Exposure Control Plan for Blood-borne Pathogens.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Disinfect surfaces of high priority
- General cleaning
- Dust designated areas starting from top to bottom
- Clean bathrooms, hallways & corridors, various rooms, and stairways
- Perform dry & wet mopping procedures
- Vacuum upholstery, carpet, & rugs
- Cleaning kitchen floor & dining room floors
- Transport trash to the appropriate area
- Wash walls, woodwork, and windows
- Replenish supplies as needed
- Alternate holiday and weekend laundry services as needed
- Understand basic OSHA requirements pertaining to the environmental services department
- Follow safety procedures
- Perform other tasks as assigned by environmental services director
- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Attend workshops, in-services and Hill employee meetings as required

BASIC QUALIFICATIONS

- High school diploma or equivalent
- Housekeeping experience preferred

- Considerable knowledge of materials, supplies, equipment, and practices used in cleaning of buildings and appurtenances
- Good physical and mental health
- Ability to lift a minimum of 50 lbs.
- Ability to stand for up to 8 hours a day and able to walk
- Ability to bend, squat, kneel and stoop to floor level
- Ability to understand and follow instructions
- Ability to maintain good working relationships with subordinates, superiors, and other employees.

JOB TYPE:

- Part-time 60 hours per two week pay period
- General work hours between 10 am – 6:30 pm
- Some weekends and holidays required

BENEFIT ELIGIBLE: Yes

- Employer sponsored medical, vision, and dental insurance plans
- 403(b) retirement plan
- Long and short-term disability
- Life insurance
- Holiday pay (after 3 months)
- PTO

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

If you have questions please contact:

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