



**Position Title:** Housekeeper  
**Reports to:** Director of Community Center Services  
**Status:** Temporary Part-time, Non-Exempt (10 hours per week)  
**Position Summary:** Performs housekeeping tasks including hard floor and carpet care, cleaning restrooms and other custodial duties. Assist with facility security and event set-up.

**Responsibilities:**

- Insure the cleaning schedule is followed and completed efficiently and effectively including routine cleaning work, sweeping, mopping, dusting, vacuuming, hard floor and carpet care, trash/recycling removal, and other custodial duties
- Perform routine, deep cleaning of commercial grade kitchen and teaching style kitchen.
- Perform routine, deep cleaning of restrooms/locker rooms using specific equipment/chemicals to clean effectively
- Operate cleaning equipment including auto scrubber, sweeper, wet/dry vacuum and pressure washer
- Maintain cleaning closets inventories and insure all areas are properly stocked with supplies.
- Assist as needed with event preparation and take down, including moving tables and chairs, cleaning and vacuuming of rooms, wiping tables before and after event, and removing garbage/recycling and other duties as needed
- Assists with security of building, difficult visitors, grounds and parking ramp
- Perform all work in accordance with Neighborhood House policies and procedures
- Attend and participate in departmental, agency and external meetings, trainings, committees and events as required
- Other duties as assigned

**Qualifications:**

- High school diploma or GED preferred
- 1-2 years of event and custodial experience
- Must be a team player
- Ability to properly and safely operate and use all equipment and supplies
- Ability to follow proper safety procedures
- Ability to consistently and safely move, lift and pull 40 pounds
- Must be able to stand, sit, flex and work above your head for extended periods
- Bilingual in Spanish, Hmong or Somali a plus
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial and cultural backgrounds
- Valid driver's license and a clean driving record preferred; possession of a reliable means of transportation preferred
- Must be able to work nights and weekends
- Must pass a pre-employment criminal background check

**Hours:** Nights and weekends.

**For consideration please submit your resume with letter of interest to: Neighborhood House, Attn: Human Resources, 179 Robie St, St. Paul, MN 55107; Fax 651-789-2555; Email:humanresources@neighb.org.**

**Position Posted: 04/12/2017 Closing date: 04/26/2017**

*Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.*

*We participate in the support, guidance, and appreciation of volunteers.*