



JOB DESCRIPTION

POSITION CLOSING DATE: Friday, April 26, 2019

TITLE: Housekeeper (Yakima)

COLLEGE/SCHOOL/DEPT: Physical Plant Maintenance

DATE PREPARED: 4/15/19

REPORTS TO: Director of Physical Plant

FLSA: Non-Exempt

HOURS OF WORK: 3 hours per week

SALARY: \$12 per hour

POSITION SUMMARY:

The housekeeper performs custodial duties in and around the private residence of the President's household. Assure that it meets any housekeeping sanitation requirements and provides a comfortable space for the residents.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Dusting and polishing furniture and fixtures.
4. Maintaining clean and sanitary areas of all rooms which will include the entry way into household, kitchen, living room, dining room, basement, office areas, bathrooms, and bedrooms.
5. Cleaning and sanitizing toilets, showers/bathtubs, countertops, sinks, stove and dishes.
6. Vacuuming and cleaning carpets and rugs.
7. Sweeping/vacuuming, polishing and mopping hard floors.
8. Maintain the patio door and grill.
9. Keeping bathrooms stocked with clean linens, toiletries and other supplies.
10. Steaming and cleaning draperies
11. Reporting any necessary repairs or replacements.
12. Handles confidential information with tact, discretion and in compliance with FERPA regulations.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A. **Knowledge:** One year of cleaning and sanitizing rooms to varying levels to meet requirements, willingness to learn new cleaning methods and how to use various pieces of equipment.
- B. **Skills:** Safely dispose of hazardous materials; identify stains and use proper chemicals for their removal; operate manual and power equipment; work effectively in and around the public; perform physical labor; understand and carry out oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for residents. Ability to take criticism, listening skills to make sure that they are meeting the needs of the clients for cleanliness and sanitation standards. Good customer service skills, reliability, organizational skills, integrity, honesty and high energy levels.
- C. **Abilities:** Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions. Ability to adapt to different situations and change work processes to accommodate customer needs.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK:HU App

Review of applications will begin immediately and will continue until the position closes on **Friday, April 26, 2019.**

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948