



THE STANLEY CLARK SCHOOL

The Stanley Clark School – Housekeeping On-Call Position

Members of the housekeeping team perform a variety of tasks including general housekeeping of classrooms and common areas and are responsible for a safe working environment for students, staff and guests. The on-call housekeeper should be available to cover full-time housekeepers on short notice, due to unforeseen reasons, upon notification by the Director of Facilities.

Additional responsibilities include:

- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms and other work areas so that health standards are met.
- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners.
- Empty wastebaskets and transport other trash and waste to disposal areas.
- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines.
- Dust and polish furniture and equipment.

In addition, employees may be required to perform additional duties as required by The Stanley Clark School, Head of School, or other member of the administrative staff, as assigned.

Minimum Requirements

- Must be able to walk, push, pull, kneel, reach overhead, bend and squat using good body mechanics.
- Must possess the sight/hearing necessary for duties to be accomplished.
- Must be able to handle moderate to heavy physical effort and lift loads up to 50 lbs.
- Must be able to work in an environment with exposure to chemicals, solutions, moisture and temperature changes.
- Must have a general positive attitude and willingness to function as a contributing team member.

Education/Experience/Qualifications

- Must be able to work flexible hours including nights and weekends
- Must be able to pass a drug screening and background check
- Must be able to think, act and intervene independently in both routine and emergency situations
- Must meet school standards of cleanliness and appearance
- Must be proficient in the English language
- Must be able to read and write