

Job description for: Housekeeping Position

This position is for a **male** to primarily to clean a **BOYS** dormitory and campus trash pick up every morning. Duties will include, but are not limited to:

- ❑ Vacuuming and cleaning all flooring surfaces.
- ❑ Dusting
- ❑ Cleaning all glass.
- ❑ During the winter you would be responsible to keep the building paths (shoveling) and steps to the building clear of all ice and snow at all times.
- ❑ Some heavy lifting
- ❑ You will also be required to take specific training in the following areas such as: Asbestos Awareness, Blood Pathogen, Right to Know, Lead Safe Certified and Mold certification, etc.

Housekeeping Work: - You may also be required to do the following services, some during the off-season only. This would include, but is not limited to:

- ❑ General cleaning of the buildings, dusting, vacuuming, washing floors, walls, furniture, showers, cleaning rugs, carpets, emptying trash and trash containers.
- ❑ Making and changing beds, handling linen and supplies and all the other cleaning tasks in order to keep the buildings clean and neat inside and outside. (outside work would include, but is not limited to, sweeping entry ways, exterior windows, etc)

Maintenance Work - This type of work could be required during down times and the off-season. It includes, but is not limited to:

- ❑ Heavy lifting
- ❑ Snow removal.
- ❑ Stripping and waxing floors.
- ❑ Operating, but not limited to the following machinery: automatic scrubbers, burnishing, extractors, hand tools, paint sprayer, etc.
- ❑ Painting, scraping, climbing ladders are common as well the tasks associated with light maintenance work.

Terms of Agreement for Employment

Applicant hereby agrees to provide Portsmouth Abbey School with the State Criminal Background report. Immediately upon his/her receipt, in accordance with State law, applicant further agrees that, in the event “disqualifying information” is discovered as a result of a national criminal background check, the applicant shall request that a report, including the nature of the disqualifying information be sent to Portsmouth Abbey School. This offer is contingent upon satisfactory results of a state and national criminal background check required by RI Law, which applicants must initiate prior to or no later than one week of employment. The background check is paid for by the applicant and reimbursed by the school if the check shows they are **“qualified”** to work at the school. **If check shows “disqualifying”, the applicant will not be reimbursed.**