

GENERAL HOUSEKEEPING POSITION

Girls Dorm

Job description

This position is **primarily to perform general housekeeping duties**. This position is for a **female** to primarily to clean a **GIRLS** dormitory. Duties will include, but are not limited to:

- Help with function setups and breakdowns (i.e. setup chairs, tables, etc.).
- General cleaning; Vacuuming, cleaning bathrooms, dusting, washing windows, floors, etc. You may be working in some buildings that do not have air conditioning.
- Occasional moderate lifting
- Moving small furniture, books and supplies
- You will be required to attend training seminars at the discretion of your supervisor. These will be paid for by the school.

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.**