



Title: **Housekeeping Associate**

Reports to: Housekeeping Supervisor

Job Classification: Hourly, non-exempt staff

Status: Full time; normal work schedule M-F, 6:00 am – 2:30 pm. Additional hours may be required, and schedule may vary outside of traditional work hours (early mornings, evenings, weekends, etc.) according to department and Salisbury School needs.

Date: May 2024

Position Summary:

Routine manual labor is associated with the daily cleaning of school buildings. Employees in this job classification are under close supervision and perform various duties requiring moderate physical strength. Typical routine duties include, but are not restricted to dust mopping, sweeping, wet mopping, vacuuming, dusting, waxing, cleaning restrooms, removing trash, polishing furniture, and simple operation of basic mechanical cleaning equipment.

Essential Functions:

- Monitor public areas.
- Dust mops, sweeps, wet mops.
- Vacuum clean rugs and carpets.
- Scrub and clean restroom fixtures and keep restrooms supplied with towels, soap, and other items.
- Dust and clean walls, doors, windows, woodwork, and other above floor surfaces.
- Dust, clean, and polish furniture.
- Clean elevators and stairwells
- Help to maintain clean and presentable grounds by picking up trash that might be encountered.
- Notify supervisor of equipment and facilities needing repair or other attention
- Perform related work as required and instructed.
- Vacuuming / cleaning furniture and blinds
- Shampooing upholstered furniture
- Window washing
- Wall washing
- Vent and radiator washing.
- Light fixture vacuuming and washing

- Waste receptacle washing.
- Moving furniture
- Related work as required and instructed.

Required Knowledge, Skills, and Abilities:

- Knowledge of cleaning methods, materials, and equipment
- Ability to perform manual tasks requiring moderate physical strength.
- Ability to operate, and perform simple maintenance such as changing bags, unclogging hoses, removing hair and threads from rotating brushes, on mechanical cleaning equipment.
- Ability to follow simple oral and written instructions.
- Ability to establish and maintain working relations with Supervisors, and fellow workers.
- Ability to understand dilution ratios of cleaning chemicals and use measuring cup or other measuring equipment.
- Some experience in performing cleaning work and other manual labor, along with some understanding of the equipment, resources, and terminology relevant to the position.

Physical Requirements

- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, risk of electrical shock, risk of slips and falls, and risk of vibration.
- The employee must ascend and descend stairs, often carrying equipment, supplies, or trash.
- The noise level in the work environment is usually moderate.
- While performing the duties of this job, it is not unusual daily, to have to lift, move, or slide heavy pieces of furniture to effectively clean on, under, and around such furniture.
- The employee will often be required to lift loads weighing up to thirty-five pounds, such as might be encountered with a bucket of mop water or transporting supplies.
- The employee must be able to ascend and descend step stools / stepladders to a height of 4 feet.

Additional Provisions:

- This job description is not a written or implied contract and may be revised or amended by the School at any time and for any reason.
- This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonable, related business duties if requested to do so by the immediate supervisor or other management personnel.
- Work is performed in a smoke/vape tobacco/cannabis environment.

For an application please contact:

mdonecker@salisbury-school.org or visit www.salisburyschool.org/careers