



Rabun Gap-Nacoochee School

Job Title: Housekeeper

Reports To: Manager of Housekeeping

FLSA Status: Non-Exempt

Classification: Full-time, 12-month

Position Overview: The primary responsibilities are to clean, restock and maintain the interior spaces and restrooms of the academic, dorms, administration, athletic and art facilities under the direction of the Director of Facilities.

Key Responsibilities:

- Clean interior and exterior spaces on campus as assigned.
- Clean dorm bathrooms daily.
- Stock cleaning and toilet supplies in dorms and community restrooms.
- Maintain equipment used in fulfilling these responsibilities.
- Note maintenance items and report to the Manager of Housekeeping.
- Assist in setting up and tearing down for a plethora of special events.
- Ready faculty and student residences in turnover periods.
- Perform other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Positive attitude and willingness to work as a team.
- A “can do” mentality with the ability to accomplish tasks the first time correctly.
- Ability to recognize potentially dangerous situations and operate safely in those conditions.
- Certified, licensed, or competency in the use of cleaning chemicals.
- Willingness to take direction and be flexible in duties as need arises.
- Valid Driver’s License.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to see, talk, or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, or crouch. The employee is occasionally required to use hands to finger, handle, or feel, and climb or balance. The employee must frequently lift and/or move up to 50 pounds.

Updated: June 2026

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate but can be quite loud.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.