



CANTERBURY SCHOOL

Housekeeping Attendant

Position Description

Summary

Canterbury School, a college preparatory, coeducational boarding and day high school located in New Milford, CT, seeks a Housekeeping Attendant to assist in maintaining its campus buildings and dorms. A successful candidate should demonstrate the ability to recognize and maintain a clean environment and have the ability to cooperate with supervisors, administrators, faculty and students. They should be able to demonstrate the ability to follow directions and complete assigned responsibilities.

Responsibilities

- Keep building areas neat and clean at all times in accordance with Canterbury Housekeeping procedures
- Scrub and disinfect bathrooms daily and clean all sanitary fixtures and drinking fountains daily
- Keep all floors in a clean and attractive condition and in good state of preservation
- Removal of graffiti and defacing marks will be an ongoing daily requirement
- Clean all chalkboards and rails, window ledges, and dust fixed furniture
- Wash windows on both the inside and outside
- Comply with local laws and procedures for storage and disposal of trash
- Report minor building repairs to Housekeeping Team Leader promptly
- Keep inventory of supplies and requisitions as needed, so they are delivered in such a time as not to hinder the performance of duties
- Report immediately any damage to school property or other problems in your assigned areas
- Remain on the school premises during work hours, except in the event of an emergency and in such event shall notify the housekeeping team leader before leaving
- Comply with guidelines and policy outlined in the Canterbury employee manual

Position Requirements

- Upper body strength to lift up to 40 pounds and carry more than 50 feet or up three flights of stairs throughout the work day
- Must be able to lift up to 60 pounds to waist height
- Lower body strength to stand and walk throughout the day or eight hours shift.
- Ability to work at heights from a ladder
- Ability to work around or be in contact with items that affect the senses i.e. cleaning products and chemicals.
- Need to be adaptable to varying temperatures and climates encountered indoors and outdoors.

How to Apply

Interested candidates should provide a resume to Stacey Renna, Housekeeping Supervisor, at srenna@cbury.org or 101 Aspetuck Ave., New Milford, CT 06776.

Canterbury School, in the treatment of employees and applicants for employment, is committed to a policy of equal employment opportunity and non-discrimination.