



POSITION DESCRIPTION

Position Title:	EVS Housekeeper	Exemption Status:	Non-Exempt/PT Per Diem
Division(s):	St. Joseph Center	Pay Grade:	2
Department:	EVS	Salary Range:	\$15.50-\$20.00
Reports to:	EVS Supervisor		
Last Update:	April 5, 2023		

Position Summary: This position reports to the EVS supervisor. The general responsibilities of the position include those listed below but Sisters of St. Joseph of Orange may identify other responsibilities of the position.

General Responsibilities:

- Perform miscellaneous cleaning tasks daily as directed by supervisor.
- Participate in general cleaning project at Regina Residence and other campus locations as directed by supervisor.
- Participate in other campus general cleaning projects.
- Perform specialized upholstery cleaning as directed by supervisor.
- Clean EVS cart and resupply daily.
- Keep storage closets organized and notify supervisor of any supply needs.
- Manage trash disposal in accordance with campus environmental standards for regular trash, recycle and compost materials.
- Complete any payroll edits or Requests for Time Off and submit to EVS supervisor in a timely manner.
- Attend department staff, safety, and in-service meetings.
- Keep supervisor informed of supply needs.
- Report any maintenance and safety issues to Operations.

Qualifications and Requirements:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule helpful.



- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.
- Jewelry on hands and arms must be removed during shift work.

Skills/Aptitude:

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, residents, and other clientele.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to operate cleaning equipment.
- Ability to move furniture and/or equipment.
- Ability to work in a standing position for long periods of time (up to 8 hours).
- Ability to reach, bend, stoop, push and/or pull, and frequently lift to 35 pounds and occasionally lift/move 40 pounds.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.
- While performing the duties of this job, the employee could be exposed to multiple interruptions from residents, staff, and visitors.
- Moving mechanical parts.
- High, precarious places.
- Fumes or airborne particles; toxic or caustic chemicals.
- Risk of electrical shock and vibration from equipment.
- Ability to listen and speak in basic English to maintain effective communication in the performance of essential job functions.
- Ability to work in fast-paced environment.

Safety Requirements:

- Observes and complies with Code of Safe Practices, safety policies and emergency procedures.
- Wears protective clothing and safety shoes required by the work environment or governmental regulations.
- Ensure that assigned work areas are maintained in a clean, safety and sanitary manner.
- Keep work areas free of hazardous objects such as protruding mop/broom/carts, other equipment, supplies, etc.



- Follow proper techniques, including using appropriate personal protective equipment (PPE), when mixing chemicals, disinfectants and solutions used for cleaning.
- Report any unsafe conditions and/or equipment to EVS supervisor immediately.
- Ensure that established infection control and universal precaution practices are followed when performing housekeeping procedures.
- Report all accidents/incidents to supervisor when they occur.
- Clean up spills on floor as soon as possible.
- Have appropriate signs in place warning of wet floor

Experience/Knowledge:

- High School Diploma preferred; or a minimum of 6 to 12 months of related experience or training; or equivalent combination of education and experience.

Essential Values-Based, Leadership and Management Competencies: Demonstrates competencies in line with the four core values that are the foundation of all activities performed by employees to achieve the Mission of the Sisters of St. Joseph of Orange.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____