



## Housekeeper

### Overview

Housekeeper is responsible for cleaning of Gift of Life Transplant House Campus. Duties include cleaning of public areas, guest rooms, bathrooms and doing soiled laundry for guest rooms. The housekeeper will also maintain inventory of linen closets for all Gift of Life buildings. This employee must be flexible to do whatever work is needed to accommodate the guests and to support the mission of the Gift of Life Transplant house.

### Job Description

#### Essential Duties

- Daily cleaning and sanitizing of bathrooms, vacated guest rooms and common areas, including office area
- Food in house refrigerators to be gone through weekly
- Deep cleaning of public areas to be monthly
- Collect soiled laundry, sort and wash
- Dry, fold and distribute clean linen, towels and bedspreads
- Maintain guest linen supplies and storage for all buildings
- Dust furnishings and woodwork
- Wash/dust window and blinds
- Complete work in a prompt time frame
- Understands and practices safety when performing job tasks following proper departmental protocol under OSHA, State and Federal regulations

#### Other Duties

- Orient volunteers who assist with cleaning and laundry
- Follow the rules of Gift of Life Transplant House (ex; no smoking, drinking on GOL campus)
- Comply with Gift of Life Transplant House policies and procedures
- Other duties as assigned

#### Qualifications

- Two years' experience in housekeeping position preferred
- Self-motivated, detail-orientated and organized
- Able to work independently and as part of a team
- Respect and maintain confidentiality of all guests, staff, volunteers and board members
- Interact professionally with staff, guests, and volunteers
- Ability to understand written and verbal instructions
- Read, write and understand English
- Regular and reliable attendance is required
- Must pass pre-employment testing

**Physical Demands/Working Conditions**

- The employee will be required to see, hear and use hands and fingers.
- May need to be able to sit for extended periods of time and must be able to stand, walk, bend, carry, kneel, stretch, stoop, crouch and crawl up to 75% of the time
- Ability to regularly lift or move up to 50 lbs. and occasionally lift or move up to 100 lbs.
- Climb ladders
- Work in confined spaces on a routine basis
- Exposure to a variety of chemicals & cleaning agents on a regular basis
- Possible exposure to body fluids

Reports to: Operations Manager

FLSA Status: None Exempt

FTE: 1