Department of Community and Economic Development
Office of Community Services

NORTHERN TIER COMMUNITY ACTION CORPORATION

POSITION DESCRIPTION

Job Title: Housekeeper
Department: Holding II
Date: 03/2024
Supervisory Responsibility: No

Reports To: Deputy Director
FLSA: Non-Exempt
Salary Range: Negotiable

BASIC FUNCTION:

This position is responsible for the daily cleaning and general maintenance of the Northern Tier Community Action Corporation main and carriage house buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain a high standard of upkeep and cleanliness of all NTCAC offices in both buildings and grounds.
- Vacuum, dust, mop, etc. all rooms in both buildings including bathrooms, conference room per established schedule with all public areas scheduled at a minimum on a weekly basis or more often as needed.
- Steam-Clean or shampoo carpets as needed.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures or injury.
- Observe safety rules and procedures.
- Collect and remove trash from all offices, bathrooms, conference rooms and kitchens in both buildings on Friday of each work week. Deposit all trash into the dumpster.
- Keep kitchen area tidy.
- Recycling process and store recycled materials as needed.
- Shred documents to be destroyed.
- Notify Deputy Director concerning the need for repairs or additions to building operating systems.
- Immediately report to Deputy Director any area that requires repair or replacement, including inspection of all lighting and safety devices.
- Notify Deputy Director immediately of the need for purchase and restocking of cleaning supplies and equipment.
- Prepare facilities for events such as meeting (Coffee, tea, napkins, supplies, utensils, etc.).
- Monitor building security and safety by performing such tasks as locking doors after operating hours and making sure lights are turned off.
- Clean NTCAC rental properties once vacant to prepare for new tenants.
- Other duties as properly assigned by supervisory personnel and Director.

KNOWLEDGE, SKILLS AND ABILITY REQUIREMENTS:

Skills and Abilities:

The ability to interact with clients, co-workers, and the public in a courteous manner as well as the ability to understand, follow and communicate written and oral instructions in English is necessary. The ability to react to change is required. This position may occasionally require local travel to acquire cleaning supplies.

Education and Experience:

A high school diploma or equivalent education and experience preferred but is not required.

PHYSICAL QUALIFICATIONS:

Lifting	0-20 lbs	Often
	20-50 lbs	Occasional
	Over 50 lbs	Rarely
Driving/Travel		Rarely
Pushing/pulling/standing		Often

Vision requirements:

Close vision (clear vision at 20 inches or less)	☒
Distance vision (clear vision at 20 feet or more)	☒
Color vision (ability to identify and distinguish colors)	☒
Peripheral vision (ability to observe an area that can be seen up and down or the left and rights while eyes are fixed on a given point)	☒
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)	☒
No special vision requirements	☐

Tools/Equipment Used:

Hand tools (pliers, screwdrivers, etc.)	Rarely
Dollies (hand truck)	Rarely
Vacuum Cleaner	Frequently
Carpet Cleaner	Frequently
Paper Shredder	Frequently

Work environment generally consists of associate cleaning working with a vacuum cleaner, or carpet cleaner, steamer, etc. with potential for exposure to fumes from cleaners.

This position description in no way states or implies that these are the only duties to be performed by the incumbent. Employees are required to follow any other job-related instruction and to perform any other duties as requested by their supervisor, or as becomes evident. Any essential function or requirement of this class will be evaluated as necessary should an individual be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the individual when possible. The employee's signature indicates acknowledgement and understanding of the conditions of employment. Failure to meet and maintain these conditions or requirements may be cause for termination of employment.

Acknowledgement: I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of Housekeeper and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by Northern Tier Community Action Corporation or myself and such termination can be made with or without notice.

Signature - Employee	Date
Signature - Employer Representative	Date