



## Housekeeping Assistant

**Job Title:** Housekeeping Assistant (part-time – approximately 20 hours per week)

**Department:** Building and Grounds

**Reports To:** Director of Building and Grounds

**FSLA Status:** Non-exempt

**Key Objective:** To work with the Director of Building and Grounds and other housekeeping staff to maintain and, as necessary, improve the condition, appearance and operation of the building and grounds of Saint Joseph Academy.

### **Duties and Responsibilities:**

- Maintain the appearance and condition of the building and grounds, performing routine cleaning duties, such as garbage removal throughout building, cleaning/scrubbing restroom, classrooms, lobbies, lounges, stairways, etc.
- Perform minor maintenance operations when necessary.
- Notify the Director of Building and Grounds concerning the need for maintenance repair of systems (electrical, heating, etc) and/or equipment
- Assist with set-up for school activities as necessary.
- Assist with floor maintenance as necessary.
- Ensure security of building as needed.
- Other duties as assigned.

### **Job Requirements:**

- Ability to read, write and speak English
- Basic mathematical skills
- Ability to walk and stand for extended periods
- Ability to climb stairs and ladders
- Ability to lift and carry materials in excess of thirty (30) pounds
- Available to work overtime in evening or weekends, if necessary
- Maintain a current and valid Ohio driver's license