

## HOUSEKEEPER POSITION DESCRIPTION

**Position Title:** Housekeeper  
**Personnel Code:** Support

**Dept No:** 133000  
**Status:** Non-Exempt

**Department:** Building Services  
**Supervisor:** Housekeeping Supervisor

### **Mission Statement:**

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

### **Vision Statement:**

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

### **Agency Expectations:**

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

**Position Summary:** Vacuuming, sweeping, mopping, dusting, disinfecting, emptying trash, laundry, stocking

### **Department Creed for Success:**

- Show Up When Scheduled
- Show Up On Time
- Work Hard
- Smile

### **Qualifications:**

- A. Knowledge and Education:** GED preferred, solid grasp of English
- B. Experience-Minimum Required or Preferred:** 1 year previous experience cleaning in hospitality environment
- C. Special skills:** Must be able to lift 40 pound loads, good customer service skills, detail oriented

### **Duties and Responsibilities:**

- Follow Department Creed for Success on a daily basis
- Perform all duties to the highest of standards
- Coverage areas include (but may not be limited to):
  - Fitness/Recreation Areas of JCC
    - Health Clubs and General Locker Rooms
    - Weight Room, Fitness Equipment Areas/Rooms, Racquetball Courts
    - Classrooms and Babysitting Room, Common Areas, Hallways and Stairs
    - Pools, Gym, Fitness Welcome Desk and Offices
    - Bathrooms, Employee/Staff Lounge
  - 2<sup>nd</sup> Floor of Main JCC
    - Offices, Lobby, Board and Conference Rooms
    - Rooms 217, 218 and 219
    - Building Entrances, Common Areas, Hallways and Stairs
    - Theater, Preschool, Elevator, Bathrooms

- 3<sup>rd</sup> Floor of Main JCC
  - Offices and Classrooms, Dance Studio and Youth Lounge
  - Common Areas, Hallways and Stairs, Bathrooms
- Zusman Building
  - Common Areas, Bathrooms
- Housekeeping Duties Include (but may not be limited to):
  - Clear, wipe down/clean tables; Wipe down/clean chairs and stack on tables
  - Pick up trash from floors, hallways, aisles and entrances as needed
  - Vacuum all carpets
  - Sweep/dry mop and wet mop/tack all floors and stairways
    - Floor machine in lobby area
    - Spot mop lobby as needed
  - Wipe down/clean furniture in common areas
  - Empty all trash & recyclables
    - Clean/sanitize containers as needed
  - Clean mirrors and glass
    - Including building entrances, racquetball courts, glass in hallway doors, etc.
    - Excluding exterior building windows except on an as needed basis as directed by supervisor
  - Sanitize drinking fountains; Disinfect/sanitize door knobs, phones, light switches, elevator buttons, and handrails
  - Dust vents, pictures, soda machines, stair rails, baseboards, TVs, magazine and book racks, window ledges, cobwebs, coat racks; Clean chalk boards and white boards; Wipe off walls as needed
  - Empty diaper pails; Notify supervisor of damaged items, needed repairs and burned out lights
  - Notify supervisor when supplies are running low
  - Bathrooms (in addition to the above):
    - Disinfect/sanitize floors, sinks, toilets, walls, counter tops; Stock all paper supplies
  - Health Centers/Fitness Area (in addition to the above):
    - Maintain towel service
      - Wash, dry, fold, and stock; Maintain all amenities, stocked and orderly
    - Stock coffee, food and keep bar clean
    - Disinfect/sanitize floors, sinks, toilets, walls, counter tops and lockers
    - Disinfect/sanitize benches, sauna/steam room, massage room, whirlpool, spa area and showers
    - Stock all paper supplies and personal hygiene supplies
    - Wipe down and disinfect/sanitize fitness equipment and weight room equipment
    - Clean, mop and disinfect pool deck; Pick up gym as needed
  - Turn off all lights, lock all doors, and set security
- Building Custodian Duties Include (but may not be limited to):
  - Rearrange or move furniture and accessory equipment in preparation for programs, meetings and other functions in accordance with the schedule of events
  - Work with others involved with event for clarification of requirements and to assure timely completion of the set-up and/or clean-up
  - Minor maintenance tasks as assigned by supervisor; Assist in unloading trucks
  - Remove snow when applicable from entrance stairs and walkways
  - Report any repairs needed for the building / for any equipment to supervisor
  - Assist with tasks relating to repair, construction or grounds keeping as directed by supervisor
  - Stripping/waxing/buffing floors; Painting; Security, as needed
- All other duties as assigned by supervisor and/or JCC management

**Acknowledgement:**

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Employee's Name Printed

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Employee's Signature

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Date of Signature