

RONALD McDONALD HOUSE CHARITIES® OF CENTRAL PENNSYLVANIA
JOB DESCRIPTION

JOB TITLE: Housekeeper II

SUPERVISOR: Lead Housekeeper

CLASSIFICATION: Non Exempt, Full-Time Position

POSITION SUMMARY: To advance the mission of the Ronald McDonald House through the provision of assigned cleaning services throughout the House; promoting the integrity and quality of the organization for guests, donors and the community.

JOB DUTIES and RESPONSIBILITIES:

- Maintain cleanliness of common areas, assigned guest rooms & guest baths. This includes day to day and deep cleaning projects.
- Follow all protocols in place for cleaning and sanitizing with regard to COVID-19 and other infectious diseases.
- Maintain cleanliness of offices (upstairs and downstairs) and conference rooms.
- Promptly report needed replacements/repairs to Lead Housekeeper.
- Keep cleaning supplies in stock in central supply areas.
- Restock cleaning supplies in kitchens, bathrooms, and guest rooms.
- Attend staff meetings as requested.
- Adhere to all personnel policies.
- Be courteous and helpful to guests, staff and volunteers and maintain an atmosphere of warmth, hospitality, and cheerfulness.
- Complete other related duties as assigned.

QUALIFICATIONS and EXPERIENCE:

- High school graduate or equivalent required
- Housekeeping experience preferred
- Ability to handle multiple tasks
- Ability to lift 30 pounds
- Ability to operate cleaning equipment
- Availability to work evenings and weekends
- Excellent personal/character references especially in light of exposure to guests' belongings and valuables
- Valid driver's license
- Clean state police, child welfare and FBI clearances

Staff Signature _____ Date _____