

**HUBBARD HOUSE, INC.  
JOB DESCRIPTION**

**POSITION TITLE:** Housekeeper

**PROGRAM TITLE:** Emergency Shelter

**POSITION REPORTS DIRECTLY TO:** Chief Resource Officer

**POSITION (S) THAT REPORT (S) DIRECTLY TO THIS POSITION:** Volunteers

**POSITION (S) THAT REPORT (S) INDIRECTLY TO THIS POSITION:** None

**INDICATE NUMBER OF EMPLOYEES SUPERVISED:** None

**POSITION IS NON-EXEMPT FROM WAGE AND HOUR REQUIREMENTS.**

**WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

High School Diploma, GED or equivalent experience. Minimum one-year previous housekeeping experience required. A valid driver's license and dependable transportation required.

**JOB SUMMARY:**

Work schedule will be determined to best suit the needs of the Agency. Provide housekeeping and maintenance of facilities and grounds. Responsible for the overall cleanliness and upkeep of facilities and grounds.

**PRINCIPAL JOB DUTIES:**

1. Responsible for cleaning communal living spaces of the emergency shelter facilities (including hallways, restrooms, living rooms, and kitchens). 35%
2. May be responsible for cleaning resident bedrooms as assigned. 15%
3. Vacuum rugs, carpets, and upholstered furniture on emergency shelter property. 15%
4. Empty wastebaskets and transport trash for disposal at emergency shelter property. 5%
5. Sweep and mop tile floors. 10%
6. Dust furniture and equipment. 10%
7. Research and purchase needed supplies with supervisor approval. 4%
8. To ensure the security and safety of the shelter residents, position must maintain a liability/shelter safety focus at all times. 3%
9. Perform any other task as assigned by the supervisor. 3%

**KNOWLEDGE AND SKILLS:**

1. Experience and skilled in housekeeping and light building maintenance.
2. Knowledge of general OSHA/Safety regulations preferred.
3. Ability to prioritize work schedule and remain flexible.
4. Ability to carry out detailed oral and written instructions.

5. Ability to multi-task and problem solve.
6. Self-motivated, independent, dependable individual.
7. Word processing skills preferred, but not required.

**INTERNAL CONTACTS:**

Internal contacts include residents and clients, staff, board members and volunteers.

**EXTERNAL CONTACTS:**

External contacts will include vendors, repair technicians and donors.

**WORKING CONDITIONS:**

Work location is clean, fully climate controlled and complies with Florida Clean Indoor Air Act.

All duties and requirements are essential job functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This position description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This document does not create an employee contract, implied or otherwise, other than an "at will" employment relationship.

I have read and fully understand my job description. By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the organization.

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Signature

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Date