

## **Catholic Diocese of Saginaw Position Description**

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**NAME:**  
**TITLE:** Housekeeping  
**DEPT:** Center for Ministry

**DATE:** October 2017

**SUPERVISOR:** Guest Services Manager  
**STATUS:** Part Time 2, Non-Exempt, Hourly

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### **I. GENERAL DESCRIPTION**

Housekeeping promotes a positive image of the Center for Ministry with integrity and an attention to detail cleaning. Housekeeping must be pleasant, honest, and friendly in responding promptly to the needs and requests of our guests, visitors, and the staff. Housekeeping performs routine duties in cleaning and servicing of guest rooms, offices, lobbies, hallways, restrooms, seminar rooms, and conference rooms according to standards.

### **DUTIES AND RESPONSIBILITIES**

- Clean hallways, lobby, seminar rooms, conference rooms, offices, hallways, restrooms, guestrooms, and other public areas so that health standards are met.
- Clean Little Book's offices as directed by management to include but not limited to vacuuming, sweeping, dusting, emptying trash, cleaning bathroom and replenishing bathroom supplies.
- Ensure all guestrooms are cared for and inspected according to standards. Replenish linens, glasses, bathroom supplies, and literature as needed.
- Clean bathroom, toilets, sinks, and bath tubs with disinfectant cleaners and mop floors with disinfectant cleaners
- Complete deep cleaning projects of guestrooms as assigned to include but not limited to washing down walls & ceilings, flipping mattresses, laundering bedspreads, mattress pads, and blankets, wiping down window blinds and tracks
- Gather and empty trash from all seminar rooms, conference rooms, and offices and dispose in proper trash container
- Gather recyclable items throughout the building and place in designated bin for recycling
- Dust and polish furniture throughout the building
- Clean interior and exterior windows, glass partitions, and mirrors throughout the building
- Vacuum, sweep, mop floors and carpets daily throughout public areas
- Follow procedures for proper use of chemicals and power equipment. Report any deficiencies to supervisor

- Gather, sort, wash, dry, and fold linen for guestrooms, conference rooms, and food services based on usage. Iron items as necessary
- Provide laundry service for Chapel linens according to Catholic teaching standards
- Maintain inventory and stock the laundry room and housekeeping closet with needed equipment and supplies. Submit order requests as needed to supervisor
- Report any repairs or damage to the building on a work request order form and submit to facilities staff and supervisor
- Observe building surroundings of any unusual situations such as fire, theft, vandalism, or illegal entry and report immediately to facilities manager and supervisor
- Assist with room set-ups and tear downs as assigned by supervisor or facilities management
- Perform other duties as assigned or requested by supervisor or management

### **III. COLLABORATIVE RELATIONSHIPS**

1. Housekeeping is directly accountable to and evaluated by the Guest Services Manager.
2. Housekeeping works closely with the Food Services Coordinator, Receptionist/Secretary, Facilities and Guest Services staff in providing exceptional guest services at the Center for Ministry.
3. Housekeeping collaborates with other diocesan staff as it relates to functions held at the Center.

### **IV. QUALIFICATIONS**

- Understanding and ability to provide hospitality contributing to a welcoming and attentive atmosphere for the guests of the Center for Ministry
- Superior cleaning skills with an attention to detail cleaning
- Maintain a high level of performance without compromising quality
- Ability to work a flexible schedule including evenings and weekends based on the demands of the Center for Ministry
- Ability to multi-task and perform tasks within allotted time frames
- Excellent verbal and written communication skills
- Strong organizational skills
- Maintains a professional appearance with proper hygiene at all times.
- High School diploma or GED with a minimum of 2 years of work related experience in housekeeping services

### **V. WORKING CONDITIONS**

The physical demands of the position include the ability to bend and lift up to 50 pounds, using safety precautions. While performing the duties of this job, the employee is required to stand, walk, bend, climb no higher than eight feet on a ladder,

reach, sit, listen, communicate clearly, and use repetitive motion of the hands/wrists and feet.

NOTE: This description is intended to indicate the kinds of tasks and level of difficulty that will be required for this position. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date