

Sunshine Cottage School for Deaf Children

Job Title: Housekeeper
Reports to: Maintenance Supervisor
Revised: December 14, 2020

Objective: Maintain excellent housekeeping and safety standards

- Dust all furniture as needed. Deep cleans and oils all furniture during summer months before new school year begins.
- Clean and disinfect Discovery Kitchens and Main Kitchen.
- Clean, disinfect and replenish girls' and women's bathrooms, daily.
- Set-up and prepare boardroom for Board meetings, i.e. tea, coffee, silverware and plates. (once a month)
- Set-up and prepare lunchroom (Commons) for all student lunches. Maintain cleanliness in teacher workroom.
- Clean all classrooms, i.e., dusting, vacuuming, etc. at end of day. Complete in the morning before school starts.
- Dust all front offices once a week, water plants.
- Assist with school events on an as needed basis, such as holiday events.
- Clean out refrigerator(s) in teacher's workroom and main kitchen on a timely basis.
- Maintain organization and order supplies for pantry in main kitchen and all maintenance storage rooms and water closets.
- Maintain housekeeping standard for Parent Infant Department every morning.
- Collect dirty linen and wash cloths; able to operate washing machine and dryer.
- Take trash collected at end of day to dumpster directly across maintenance door.
- Excellent attendance history; must have reliable method of transportation and be punctual.
- Willing to take initiative, able to work with little supervision.
- Responsive and flexible. Able to work well with others and alone.
- Must pass a criminal history check.