

Job Description – Housekeeper

Direct Report to:

Superintendent Buildings & Grounds

Indirect: Executive Director



Status:

Full Time or Part Time – Non exempt (paid hourly)

Purpose:

To assist the Superintendent of Buildings & Grounds maintain, clean all facilities at Calvin Crest so that they are clean, safe, in good repair or working order and are aligned with Calvin Crest's program, service and customer needs.

Qualifications:

- A commitment to the ministry and mission of Calvin Crest.
- Previous experience, interest in, or aptitude in housekeeping and/or light maintenance
- Ability to communicate effectively, verbally, in writing one on one or in a group settings
- Ability to understand and share Calvin Crest's mission vision and plans; able to articulate them to guests
- Personal initiative, ability to understand and embrace the mission vision and purpose
- Able to serve diverse cultures and socio-economic groups so that all are accepted and included
- Personal neatness, dependability, honesty, congeniality and work schedule flexibility

Responsibilities:

- Keep all buildings and grounds clean and well maintained per a regular cleaning and maintenance schedule developed with the Superintendent of Buildings & Grounds.
- Complete all assignments or projects as scheduled by Superintendent of Buildings & Grounds (with direction from Executive Director)
- Assist in setting up facilities for all guest groups and cleaning after they check out.
- Assist in cleaning and setting up facilities for summer camp, then closing and winterizing facilities at the end of the summer camp season.
- Assist in year round cleaning and maintenance of buildings for guest use
- Perform any additional duties as needed or reassigned in the spirit of cooperation and teamwork required by all members of the Calvin Crest staff to insure the mission/ministry goals and objectives are met.
- Actively participate in all staff meetings and initiatives; follow all organizational policies and procedures
- Normal working hours are weekdays with occasional scheduled weekend hours throughout the year.
- Any other duties or tasks as assigned or requested.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Evaluation: Annual Evaluation by Supervisor

Term: This person shall be employed for an indefinite term unless otherwise agreed upon in a Letter of Employment (attached if applicable), or as long as mutually agreeable between this person and the Executive Director and Calvin Crest Board.

Salary/Benefits: Commensurate with experience and responsibilities, documented in separate compensation form.
Hourly Rate – paid 15th and last day of each month
Meals when there is meal service for guest groups
Paid Vacation and Holidays – Per schedule outlined in Calvin Crest Personnel Policies
Paid Sick Days –Per schedule outlined in Calvin Crest Personnel Policies

**ADA - CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS,
VISUAL ACUITY, AND WORKING CONDITIONS OF THE POSITION**

FOR: HOUSEKEEPING

1. The physical activity of this position. (Please check all blocks that apply)

- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Crawling. Moving about on hands and knees or hands and feet.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position. (Please check only one block)

- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force

	frequently, and/or in excess of 20 pounds of force constantly to move objects.
3.	The visual acuity requirements including color, depth perception, and field vision. (Please check only one block)
	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
	The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
	The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
X	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
4.	The conditions the worker will be subject to in this position. (Please check all blocks that apply)
X	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
	The worker is subject to outside environmental conditions. No effective protection from the weather.
X	The worker is subject to both environmental conditions. Activities occur inside and outside.
	The worker is subject to extreme cold. Temperatures typically below 32° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
	The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
	The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
X	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
X	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
	The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
X	The worker is required to function in narrow aisles or passageways.
	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)