



Job Description

Housekeeper - Evenings

ABOUT US

For more than 100 years, Rockhurst High School has been a place where boys become young men, with minds, bodies and souls prepared for the challenges of college and life beyond. Rockhurst challenges students with a rigorous academic program in the classical Jesuit tradition.

PURPOSE

We are looking for a Housekeeper to provide efficient and effective cleaning services to designated areas, meeting the needs and objectives of both the Maintenance Department and Rockhurst High School.

SCHEDULE

The Housekeeper position is a non-exempt (hourly) year-round position, Monday through Friday, 3:00pm to 11:30pm with a 30 minute lunch. There may be occasional daytime or weekend work.

PRIMARY RESPONSIBILITIES

- Perform all tasks associated with cleaning designated areas of the school for the purposes of ensuring a safe, clean, attractive and sanitary environment.
- Vacuum carpets and upholstery, dust control mopping of hard surfaced flooring, damp mopping of flooring, machine buffing and spray cleaning of hard surface flooring.
- Must be conversant with the use and safe operation of mechanical/electrical cleaning equipment as provided by the maintenance department, for the fulfillment of cleaning duties.
- Damp dusting of furniture, work surfaces, ledges, cleaning internal glass, removing finger marks from doors and surrounds.
- Cleaning of toilets, sinks, baths, showers, and also the cleaning of bodily fluids from all surfaces, as dictated by local procedures.
- Clean any additional assigned areas and carry out any other duties as reasonably required by your manager/supervisor, and to clean in any part of the school as designated by your manager/supervisor, in order to meet the needs of cleaning.
- Replace trashcan liners, hand towels, hand soap, toilet rolls and all other consumables as required.
- Damp dust all high-level surfaces.
- Report any defects/deficiencies to manager, supervisor or Director of Facility Management.
- Assist with the supervision of work grant program participants.
- All other job duties as assigned.

REQUIREMENTS

- High school diploma or the equivalent.

- Must have a valid driver license.
- Ability and suitability to work in a school centered environment.
- Ability to abide by safety procedures in order to maintain a safe working environment for students, visitors and employees.
- Use all protective equipment and clothing as required for the safe completion of duties.
- Ability to meet the physical demands of the position which includes significant lifting, carrying, pushing, pulling, stooping, kneeling, crouching and climbing.
- Ability to comply with the Maintenance Departments Health and Safety guidelines.

HOW TO APPLY:

Please send a resume and/or application to: jdegraffenreid@rockhursths.edu.

Application for Non-Teaching Positions can be found at: <https://www.rockhursths.edu/about-us/employment>.

Rockhurst High School is an Equal Opportunity Employer.