

## Tenacre Foundation Housekeeper A

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**Job Title:** Housekeeper A

**Ministerial Designation:** Non-ministerial, non-exempt, 40 hours/week

**Department:** Housekeeping

**Reports To:** Rita Melinis

**Prepared Date:** October 25, 2018

*Romans 8:28 - "And we know that all things work together for good to them that love God, to them who are the called according to his purpose."*

### Summary

The Housekeeper A employee participates in the healing Mission and Ministry of Tenacre by cleaning visitor and staff accommodations, baths, Christian Science nursing settings, offices, and other property-wide areas with grace and joy. A successful Housekeeper at Tenacre strives to clean and tidy with love, be cheerful, orderly, punctual, and patient.

### Competencies

**Trustworthiness:** Be honest, don't lie, cheat or steal. Have the courage to do what is right even when it seems difficult. Be trusted to be able to work independently and flourish in a fluid work environment, to maintain our high standard of cleanliness and serenity. Show a willingness to follow instructions and a willingness to carry out additional tasks as assigned by supervisor and/or manager. Uses time efficiently by prioritizing and planning work activities. Keeps commitments, demonstrates respect for all, inspires the trust of others and demonstrates persistence and overcomes obstacles.

**Ethics:** Maintains confidentiality; acts and speaks in a manner consistent with the highest ethics and Integrity, and ethically upholds organizational values; inspires the trust of others; demonstrates respect for all; keeps commitments; understands lawful and ethical standards.

**Teamwork:** Supports everyone's effort to succeed and goes the extra mile to assist, someone; contributes to the camaraderie and unity among all staff and with the Housekeeping team.

**Communication Skills:** Communicates clearly, listens to others and is willing to ask questions to get clarification, and responds to others with warmth, respect, empathy and patience; conversation reflects the highest Biblical standard.

**Interpersonal Skills:** helps to maintain a workplace free of conflict; focuses on solving conflict; keeps emotions under control; remains open to others' ideas and is willing to change viewpoint.

**Dependability:** Follows instruction, keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

**Motivation:** Demonstrates persistence and overcomes obstacles and willing to work hard.

**Adaptability:** Can flourish in a flexible, fluid work environment, and when a need arises, is willing to carry out additional tasks as assigned by supervisor and/or manager.

**Results Oriented:** Demonstrates accuracy, thoroughness, orderliness, and attention to detail.

**Essential Duties and Responsibilities; other duties may be assigned**

- Adapts to a flexible work schedule; may be asked to work weekends on a four to six week rotating schedule, and is willing to cover needs that arise spontaneously for the Department
- Walks throughout multi-acre property in all weather and seasons to work in multiple buildings, climbing stairs when necessary
- Reads checklist daily for work assignment
- Gathers necessary chemicals, supplies and equipment needed for the jobs, setting up and replenishing cleaning cart in the Christian Science nursing setting
- Measures cleaning chemicals, cares for equipment and remains alert to safety measures
- Performs deep cleaning of various spaces in the Christian Science nursing settings, offices, Cottages, or staff housing, using equipment and chemicals available in housekeeping storage area
- Safely and properly uses commercial and retail dish washer, clothes washer, dryer, vacuum cleaner, broom, mop, bucket, step ladder, utility cart, linen hamper, lifts and/or carries housekeeping equipment, occasionally lifting items weighing up to 25 lbs
- Sweeps, cleans, and mops floors, including under furniture and beds, moving furniture as needed, and vacuums carpets and floors where needed
- Dusts and cleans furniture, equipment, walls, woodwork, vents, windows windowsills, doors and paintings, bookshelves, blinds; removes spots from furniture. Washes walls, floors, counters, sink and toilet
- Cleans and tidies visitor rooms and common areas; cleans kitchen, including: washing trays, utensils, and dishes; wiping down countertops, tables, chairs, appliances, sinks, refrigerator, water cooler, trash cans, and shelves; replacing supplies of detergent, bibs, water cooler cups
- Empties wastebaskets, trash and recycling bins; replaces bags
- Cleans bathroom sinks, mirrors, cabinets, toilets, shower stalls, handlebars, tile grout, and tub rooms, and washes shower curtains and towels as needed
- Distributes laundered articles, linens, and paper supplies to rooms, and bathrooms; restocks linen closets; may wash personal laundry belonging to guests
- Straightens and cleans various housekeeping closets; visually inspects work areas, reports any stains, and special cleaning needs (like phones or computers) to Housekeeping Department
- Operates professional laundry machines in the Tenacre Laundry; sorts items for washing; loads washers and dryers; folds and occasionally climbs ladder to stack laundry; counts items and sorts linens to fill hamper for delivery; irons; chooses and measures cleaning detergents accurately
- Rotates to work in any of the Tenacre Christian Science Ministries and buildings. When requested, cleans and prepares accommodations for occupancy.
- Drives utility carts once trained

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty as stated above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Experience and/or Education**

- Proficient in speaking, reading and writing English
- Prior experience and/or training in housekeeping, preferred
- Christian Science Mother Church Membership, preferred