

## **CANISIUS COLLEGE**

### **JOB IDENTIFICATION: HOUSEKEEPER**

**POSITION SUMMARY:** Housekeepers provide general cleaning services using a variety of specialized chemicals and equipment. They work in a variety of environments; working from a schedule identifying specific areas and tasks they are to complete each shift. Hours of work may vary. They may be asked to cover other areas in the event of a co-worker's absence, or work additional hours, or on weekends if needed to meet service requirements.

### **DUTIES PERFORMED:**

1. Sweeping, dust/wet mopping, vacuuming and spot cleaning of carpeting.
2. Cleaning and moving of furniture, including desks, filing cabinets, lockers, chairs, etc. spot and project cleaning of walls, windows, light fixtures, vents, etc.
3. Restroom cleaning, including fixtures, supply dispensers, commodes, showers/tubs, etc.
4. Trash collection and removal to dumpsters; cleaning of containers.
5. Complies with established regulatory and college safety guidelines.
6. Must be able to complete reports and supply lists.
7. Assist in setting up and the breaking down of events and activities.
8. Snow removal.
9. Other duties as assigned.

**SUPERVISION GIVEN AND RECEIVED:** Under supervision of Housekeeping Manager, his/her designee or other Facilities Management Managers in the absence of the Housekeeping Manager.

**KNOWLEDGE, SKILLS AND ABILITY:** Experience in institutional cleaning is desired, but is not required. On the job training is provided. Must have a valid New York State driver's license and a good driving record.

**RELATIONSHIP TO OTHER JOBS:** May work with other trades and be asked to perform duties not related to the Housekeeping field.

**WORKING CONDITIONS:** May work in areas that are hot, cold, dusty, noisy and of limited space. May climb ladders, stoop, kneel and crouch.

**PHYSICAL REQUIREMENTS:** Requires full range of body motion, including reaching, stooping, kneeling, climbing and walking. Must be able to lift/carry items weighing up to 50lbs. Requires standing/ walking for extended periods of time. Requires ability to operate motorized cleaning equipment requiring manual dexterity.

Must be able to understand/follow basic safety precautions involved in the use of cleaning chemicals, the operation of motorized equipment, and personal protective equipment. Must be able to understand and follow a work schedule and complete assigned tasks in the time allotted.

**SOME OVERTIME MAY BE REQUIRED. VACATION APPROVAL MAY BE LIMITED DURING PEAK ACTIVITY PERIODS.**

**Current Opening:**

1 Full-Time Position ~ Work shift may include nights and weekends.

Requires prior cleaning experience, a solid employment history and a valid NYS driver's license with a good driving record.

\$10.87 per hour

**APPLICATION INFORMATION**

To apply for this position:

- To have an application mailed to you - please call (716) 888-2289 and leave a detailed message.
- Download an employment application from [www.canisius.edu/hr/forms](http://www.canisius.edu/hr/forms)
- Apply in person, Monday through Friday, 8:00am to 4:00pm – Canisius College, Bagen Hall – Room 108, 2001 Main Street, Buffalo, New York 14208

Canisius College is an independent, co-educational, medium sized institution of higher education conducted in the Catholic and Jesuit tradition. Minority candidates strongly encouraged to apply. Canisius College is an Affirmative Action/Equal Opportunity Employer.