

Los Angeles Mission, Inc. Job Description

Job Title: Housekeeper
Department: Women's Resident Ministries
Reports To: Program Coordinator
FLSA Status: Regular, Full Time, Non-Exempt
Grade Level: 5
Prepared By: Human Resources
Prepared Date: Revised January 2017

SUMMARY:

Demonstrate Christ-like behavior and attitude in all areas of job duties and responsibilities. Directs and coordinates all activities involved with general operations of the Anne Douglas Center, by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Clean and/or oversee the cleaning of all facilities utilized for the Women and Family Ministries of the Los Angeles Mission, including but not limited to the Anne Douglas Center.
- Serves as trainer for all ADC students assigned to the housekeeping training rotation.
- Work with students instructing and demonstrating how to appropriately perform housekeeping duties, ministry assignments and other assigned tasks.
- Monitor students during their shifts as needed for training and compliance purposes.
- Assist in emptying of trash from office areas, common space, sleeping rooms and dining room.
- Review student performance by checking chores, and providing praise and corrective/instructional feedback.
- Participates in routine cleaning of ADC storage facilities, closets, & cabinets.
- Maintain inventory control of cleaning and equipment supplies.
- Ensure adequate quantities of supplies at workstations and utility closets.
- Report any needed repairs to the facilities department.
- Maintains accurate reports regarding outstanding ADC facility repairs.
- Oversees follow-up regarding any outstanding ADC facility repairs or renovations, under direction of Executive Assistant-Operations Coordinator.
- Oversees laundering of house linens by assigned students.
- Contributes to the working knowledge for the ADC Operations Manual for Housekeeping, including relevant updates as necessary.
- Post ministry/chore assignments and update record keeping of assigned student.

- Coordinate all scheduling and cleaning of hard floor surfaces and carpets.
- Access and respond to daily emails and other work related write documents.
- Assists in preparing for special events as assigned.
- Participates on the planning committee of LAM/ADC special events and coordinates assignments of all ADC staff and students, under supervision of Program Coordinator.
- Assist with other ADC operational and housekeeping duties as deemed appropriate.

SUPERVISORY RESPONSIBILITIES:

- None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and /or ability required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma or G.E.D. and one year of custodial experience (or combination of education and experience) required.

TECHNOLOGY SKILLS:

Computer literacy is required. Must minimally be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like like Paylocity Web Pay Employee/Manager Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to deal with a wide variety of people including high level agency representatives and in contrast, homeless people soliciting help from agency.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, color vision and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an inner city gospel rescue mission and rehabilitation program for substance abusers. Employee will typically work in a comfortable office environment. Employee may be exposed to some abuse from angry employees or guest. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date