

**Hudson River Housing, Inc.**  
**Position Description**

**Position:** Environmental Services Housekeeper

FLSA Category (Check one):       Exempt                       Non- Exempt

Primary Site Assigned to: Various sites throughout the agency

Immediate Supervisor: Facilities Supervisor

**General Description:**

Responsible for performing all housekeeping and light maintenance tasks as needed or assigned to ensure overall cleanliness of facilities both inside and out.

**Principal Duties:**

1. Thorough cleaning and disinfecting of rooms, offices, bathrooms, hallways and other areas as assigned. This may include: scrubbing floors, toilets, tubs and showers. Will also include cleaning carpets, washing windows & blinds, hanging curtains, cleaning fixtures, dusting, vacuuming, laundry, making beds and any other duties as appropriate or as assigned.
2. Thorough cleaning of all rooms upon vacancy. Must be pass inspection by supervisor and deemed appropriate for occupancy.
3. Daily removal of outdoor trash on all HRH properties. This will include trash, cigarette butts and other items disposed of improperly. .
4. Maintain inventory of cleaning supplies. Maintain order in all housekeeping closets paying close attention to the organization of linens. All supplies needing to be reordered must be reported in writing to the Environmental Services Manager.
5. Maintain records to indicate completion of assigned tasks.
6. Report any maintenance issues immediately to the onsite supervisor or the Environmental Services Manager.
7. Work in conjunction with assigned volunteers/residents for the general cleanliness of the facility.
8. Provide "On-Call" and emergency assistance as needed.
9. Carry out additional housekeeping and related tasks as required by HRH Management

**Qualifications:**

**Education/Experience:** Must have the ability to read and write in order to communicate assignments and to understand directions on chemicals and equipment. Experience in housekeeping is necessary.

**Required Behaviors:** Ability to work independently but also able function as part of a team. Must have a good attention to detail, able to follow directions and have a sense of pride in completed work. It is necessary to maintain an openness to a rotating assignment in the daily work schedule. Must also have a high energy level, able to stand for long periods of time, be able to lift at least 50 pounds, go

up and down stairs while carrying things, work in extreme temperatures outdoors and able to climb a ladder.

**License Requirements:** Must have a valid NYS driver’s license and ability to report to any assigned worksite at the beginning of a shift. .

**Other:** Personal telephone required.

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_