

Job Description - Housekeeping/Janitorial Staff

What You'll Be Doing:

Under direct supervision of the Director of Operations Manager, in accordance with prescribed procedures and established cleanliness standards, this role provides specified janitorial service to maintain the cleanliness, safety and attractiveness of the facility while ensuring safety and well-being.

Essential job functions:

- Clean all and maintain designated areas of buildings including but not limited to routine mopping and sweeping of floors.
- All garbage and trash cans should be emptied on daily basis.
- Assist with picking up trash on grounds to maintain a clean and orderly appearance.
- All assigned classrooms, hallways and stairways should be maintained with a clean and orderly appearance.
- Make certain the workplace does not have any potential accidents waiting to happen like presence of loose pieces of carpet or liquid spills that may develop as a fall hazard.
- Vacuum all assigned carpeted hallways, offices, and classrooms
- Wipe down and disinfect furniture in classrooms including but not limited to desks, tables, and chairs.
- Disinfect and dust areas of building at least every other day
- Disinfect door knobs and handles throughout designated areas
- Responsible for regular cleaning and disinfecting of toilets and urinals.
- Urinals and toilets must be kept cleaned including seats and toilet.
- Wipe down, clean, and disinfect partitions and door handles.
- Mirrors must be thoroughly washed, sinks should be cleaned, and floors should always be swept and mopped.
- Trash cans should be emptied on daily basis
- Restock and supply bathrooms with toilet paper, tissues, and other toiletries.
- Inspect for burnt light bulbs and to replace them.
- Clean and polish all stainless-steel dispensers

What you bring to the job:

- Good time management and work with little supervision.
- Aware of the correct use of cleaning equipment (i.e. vacuum cleaners, washing machines, dryers, pressure washer).
- Update supervisor on supplies inventory replenishment.
- Must be attentive to surroundings, identifying problems and notify supervisor before serious problems develop.
- Must be dependable and consistent in performance.
- Housekeeping's constant tasks require a good physical condition because the work is prone to back strain and injury.

- Requires exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Ability to safely operate and properly control and maintain industrial cleaning equipment; properly identify, understand, and use housekeeping chemical products; safely move between floors and offices; execute written documents and records; lift heavy objects (up to 100 lbs.) occasionally, and lighter objects (up to 40 lbs.) frequently; good visual acuity; good communication.
- Work overtime as needed and all other duties as requested by management.

What you'll love about us:

Beth Emet is a welcoming and inclusive place to work. Beth Emet is a synagogue with an engaged community of passionate learners, deep roots and a history of excellence. Together, we embrace life in all its perplexing and thrilling complexities.

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| Time off: | Paid time off, sick days, federal holidays and certain Jewish holidays and pro-rated vacation. |
| Health Benefits: | Medical and dental insurance (Full time employees). |
| Prepare for your future: | A 403(b) plan (Full time employees) |
| Additional Benefits: | Additional health and wellness benefits, financial benefits, professional training, and much more. |
| COVID-19: | Beth Emet requires all employees to be fully vaccinated against COVID-19 unless they qualify for an exemption. New hires have 45 days from their hire date to become fully vaccinated. |