

JOB TITLE: Housekeeping Coordinator
DEPARTMENT: Facilities & Maintenance
REPORTS TO: Office Coordinator
FLSA STATUS: Non-Exempt

JOB SUMMARY:

The Housekeeping Coordinator will clean and maintain assigned areas of the buildings (3 currently). Hours may vary at times, according to the working hours of office personnel, so as not to disrupt the working environment.

GOAL/OBJECTIVE OF POSITION:

To keep the facilities orderly and operational, working to ensure the ECRS staff and guests are provided a facility they feel happy to come to - safe, clean, and welcome.

RESPONSIBILITIES:

- Performs cleaning and housekeeping duties throughout all 3 locations.
- Assists with the cleaning and sanitizing of shared facilities and common spaces.
- Keeps all types of floorings, rugs, and furniture clean.
- Performs limited grounds maintenance such as picking up fallen brush, light mulching & flower planting, cleaning snow from sidewalks and spreading salt.
- Examines property for safety hazards and concerns, reports problems to HR Department or other appropriate staff.
- Gathers trash/recycling/cardboard and take to respective containers.
- Performs office errands such as delivering interoffice mail and supplies, and occasional cardboard haul off.
- Ensures that cleaning and maintenance supplies are stocked.
- Modifies scope of cleaning and maintenance based on specified needs of the particular property.
- Washes windows.
- Performs other related duties as required.

REQUIRED SKILLS:

- Thorough understanding of safety hazards and proper use of various cleaning and sanitizing solutions.
- Proven ability and experience to keep commercial building(s) property clean and orderly.
- Good interpersonal skills with polite and courteous demeanor toward staff, customers, clients, and visitors to the property.
- Must be able to bend, stoop, climb stairs & ladders, reach, and lift up to 50 pounds at a time.

Preferred but not Required Skills:

- Understanding of and 2+ years of experience with basic plumbing and basic HVAC operations.
- Performs light repairs and maintenance such as replacing light fixtures/bulbs, unclogging pipes, and whiteboard installations, and moving and assembling furniture.
- Ensures plumbing, heating, and cooling systems are operational and performs light maintenance of these.

QUALIFICATIONS:

- Must possess current, valid NC driver's license and clean driving record.
- High school diploma or equivalent required.
- 3+ years experience as housekeeper and maintenance worker or similar.
- Able to work a flexible schedule.
- Must be reliable and professional.
- Prolonged periods standing.
- Must pass a background check.