



Journey of Hope Program Housekeeper

Reports to: Housekeeping Coordinator of Journey of Hope Program

Hours: Position is full-Time, 40 hours/week. – Shift may vary and will be discussed at interview.

Position Overview:

The housekeeper will be responsible for cleaning, sanitizing, and maintaining residential buildings.

Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement which is a sub-agency of the Department of Health and Human Services of the federal government.

Responsibilities:

- General cleaning and sanitizing tasks and services in assigned areas
- Clean and sanitize bathrooms including toilets, showers/bathtubs, countertops, and sinks
- Wash dishes, utensils, and glasses
- Maintain and clean the kitchen area including wiping down equipment, counters, tables, and cleaning floors
- Assist with food delivery & stocking food
- Review fridge, freezer, and cabinets and dispose of expired foods
- Wipe and dust all surfaces in living spaces including bedrooms, bathrooms, dining areas, and closets
- Wash and sanitize walls
- Vacuum and clean all floors
- Wash windows
- Pick up and empty trash
- Make beds and changes linens
- Stocks towels, sheets, and blankets
- Load washer and dryers and fold laundry

- Deep clean all equipment weekly including fridge and freezer
- Clean, disinfect and store all equipment at the end of shift

Qualifications:

Minimum high school diploma or equivalent preferred. If no degree, 2 years of experience in housekeeping required. Ability to put into practice all techniques of Crisis Intervention Prevention (as taught in pre-employment training) and demonstrated respect for client's rights and safety. Ability to demonstrate counseling techniques. PA Driver's License required; Act 33/34 and FBI clearances also required. Fluency in English and Spanish (speak, read, and write). EOE