**JOB DESCRIPTION**

**Job Title: Housekeeper**

**Agency: Queen of Peace Center – Cathedral Tower**

**Status: Part Time**

General Description:

Responsible for the housekeeping of various programs within Queen of Peace Center at the Cathedral Towers location. This position is part-time with 15-20 hours per week.

Specific Duties:

1. Family Program – Lower Level

* Room #1 – sweep, mop, remove trash
* Room #2 – sweep, mop, remove trash
* Room #3 – sweep, mop, remove trash, clean bathroom fixtures
* Room #11 – sweep, mop, remove trash, wipe down tables, clean

bathroom fixtures & stock cabinet

* Program Hallway – sweep, mop, remove trash
* Weekly – dust & wipe down walls, trashcans, windows & surfaces
* Additional cleaning as seen needed or requested

1. Billing Office - Third Floor behind Chapel

* Weekly - sweep, mop, vacuum, remove trash, clean bathroom fixtures
* Additional cleaning as seen needed or requested

1. 3rd and 4th Floor – Janitorial Supply Closets
   * Weekly – stock supply closets with necessary janitorial supplies
   * Additional cleaning as seen needed or requested
2. Daycare - 1st Floor

* All Classrooms - sweep, mop, clean bathroom fixtures
* Staff Lounge - sweep, mop, clean bathroom fixtures, remove trash
* Hallway and Vestibule – sweep, mop, vacuum
* Weekly – dust & wipe down walls, trashcans, windows & surfaces
* Additional cleaning as seen needed or requested

1. Participate in staff meetings when requested
2. Ability to lift 50 lbs

If interested, please send resume to Steve Saffa, ssaffa@ccstl.org.