

Position Title: Housekeeping
Employee Type: Part-Time, Non-Exempt
Hours: Monday-Friday, 6pm-10pm
Salary Range: \$16.00
Reports to: Facilities Director

The Jewish Alliance's Dwares JCC provides social, cultural, educational, recreational and wellness-related needs to the Jewish Community and the greater Rhode Island community. It serves individuals and families and welcomes all ages, faiths and backgrounds.

The Jewish Alliance of Greater Rhode Island is proud to be an equal opportunity employer. We celebrate diversity and are committed to providing an environment of mutual respect where equal employment opportunities are available to all regardless of race, color, religion, pregnancy, national origin, age, ability, sexual orientation, gender, gender identity, military/veteran status or any other characteristic protected by law. We sincerely believe that diversity and inclusion among our staff is critical to our success as an organization.

Job Description:

The Housekeeping position is responsible for the overall cleaning of the building as part of the Maintenance/Housekeeping team. This is a part-time, non-exempt position. The hours are Monday-Friday, 6pm-10pm.

Primary Responsibilities:

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming
- Clean windows and mirrors
- Clean and supply restrooms
- Remove waste and empty trash
- Maintain cleaning chart indicating areas that were cleaned and inspected
- Replenish cleaning and maintenance supplies
- Organize janitorial storage areas
- Notify supervisors about unsafe conditions or concerning the need for repairs or maintenance
- Carry out cleansing tasks and special projects
- Follow all health and safety regulations

Qualifications:

- High school diploma or general education degree (GED) required
- Ability to observe safety and security procedures and to comply with policies
- Must be able to do physical work and operate power equipment normally found in janitorial operations
- Attention to detail
- Ability to follow schedules and keep commitments
- Must be able to manage time efficiently and to work individually as well as within a team