



**BOARD of TRUSTEES
MIAMI TOWNSHIP
HAMILTON COUNTY, OHIO**

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MIAMI TOWNSHIP SENIOR CENTER HOUSEKEEPER

Job Description

This is a staff position responsible for housekeeping duties at the Miami Township Senior Center. The incumbent is responsible for the cleanliness of the senior center.

Qualifications

1. One-year cleaning experience
2. Must be a high school graduate
3. Ability to communicate with staff and participants in a professional manner

Job Duties and Responsibilities

Daily Duties:

1. Clean bathrooms-
2. Replenish all paper products.
3. Clean out all sinks.
4. Disinfect tables and dry them.
5. Take out trash and replace bags- Tuesday evening trash goes to street.
6. Disinfect countertops.
7. Secure building upon leaving.

Weekly Duties and as needed:

1. Vacuum carpets once a week and as needed.
2. Dust window ledges and furniture once a week or as needed.
3. Wash fingerprints off front door as needed.
4. Mop kitchen and craft rooms once a week as needed" (Do not mop on exterminator day)
5. Keep area located outside kitchen door clean.
6. Sweep entrance once a week and as needed.

Normal cleaning hours are between 3:00 and 5:00pm. Cleaning hours may vary due to events going on at the center- event schedule is posted in the housekeeper's supply Housekeeper should be available after special events (example: Birthday Friday, Covered Dish, Christmas Walk, Yard Sale, Health Fair; etc.)

The housekeeper reports to the Senior Center Director. A yearly evaluation is given, and contact is daily.