

POSITION: Housekeeper (part time)
REPORTS TO: Program Manager
RANGE: \$15.00 (hourly)



SUMMARY: This position is responsible for maintaining the cleanliness of the Ronald McDonald House, a program that provides temporary housing to families who are accessing pediatric medical care. The House operates with 14 private guest rooms, and many communal living, dining and play spaces. It is the role of housekeeping to help the House begin each morning looking its best.

Hours: Monday – Friday (5 AM to 9 AM)

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Maintaining common areas, including dining spaces, hallways, kitchens, living/playrooms, and public restrooms, private workspaces, and meeting rooms
 - Responsibilities include:
 - Cleaning and sanitizing furnishings, fixtures, windows, and mirrors
 - Collecting and emptying trash/recycling
 - Floor Care (mopping, sweeping, and vacuuming)
- Notify the Program Manager of any necessary repairs
- Stocking the kitchen, linen closet, and restrooms with appropriate supplies
- Support Program Manager with room turnover

QUALIFICATIONS AND REQUIREMENTS:

- Ability to perform physical tasks essential to cleaning, such as bending, sweeping, and lifting (up to 25 pounds)
- Demonstrate compassion toward children and their families
 - Must be sensitive to the needs of families in crisis
- Housekeeping experience
- Flu shot required
- Reliable transportation
- Self-motivated & detail oriented

PHYSICAL DEMANDS – While performing the duties of this job, the employee is regularly required to use hands and fingers to handle objects or tools. The employee must be able to see. The employee must regularly lift and move objects up to 25 lbs. Ability to perform physical tasks normally associated with maintaining a house and managing inventory and supplies. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

To apply e-mail cover letter and resume to hr@rmhcd Dayton.org. No phone calls, please.