JOB IDENTIFICATION: HOUSEKEEPER

POSITION SUMMARY:
Housekeepers provide general cleaning services using a variety of specialized chemicals and equipment. They work in a variety of environments; working from a schedule identifying specific areas and tasks they are to complete each shift. Hours of work may vary. They may be asked to cover other areas in the event of a co-worker’s absence, or work additional hours, or on weekends if needed to meet service requirements.

DUTIES PERFORMED:
1. Sweeping, dust/wet mopping, vacuuming and spot cleaning of carpeting.
2. Cleaning and moving of furniture, including desks, filing cabinets, lockers, chairs, etc. spot and project cleaning of walls, windows, light fixtures, vents, etc.
3. Restroom cleaning, including fixtures, supply dispensers, commodes, showers/tubs, etc.
4. Trash collection and removal to dumpsters; cleaning of containers.
5. Complies with established regulatory and college safety guidelines.
6. Must be able to complete reports and supply lists.
7. Assist in setting up and the breaking down of events and activities.
8. Snow removal.
9. Other duties as assigned.

SUPERVISION GIVEN AND RECEIVED:
Under supervision of Housekeeping Manager, his/her designee or other Facilities Management Managers in the absence of the Housekeeping Manager.

KNOWLEDGE, SKILLS AND ABILITY:
Experience in institutional cleaning is desired, but is not required. On the job training is provided. Must have and maintain a valid New York State driver’s license with a positive driving record per the college’s insurance provider.

RELATIONSHIP TO OTHER JOBS:
May work with other trades and be asked to perform duties not related to the Housekeeping field.

WORKING CONDITIONS:
May work in areas that are hot, cold, dusty, noisy and of limited space. May climb ladders, stoop, kneel and crouch.

PHYSICAL REQUIREMENTS:
Requires full range of body motion, including reaching, stooping, kneeling, climbing and walking. Must be able to lift/carry items weighing up to 50lbs. Requires standing/ walking for extended periods of time. Requires ability to operate motorized cleaning equipment requiring manual dexterity. Must be able to understand/follow basic safety precautions involved in the use of cleaning chemicals, the operation of motorized equipment, and personal protective equipment. Must be able to understand and follow a work schedule and complete assigned tasks in the time allotted.

SOME OVERTIME MAY BE REQUIRED. VACATION APPROVAL MAY BE LIMITED DURING PEAK ACTIVITY PERIODS.

6/97 Revised; 7/08, 11/14
**Current Opening:**
Full-Time ~ TBD - 1st or 2nd Shift

$11.63 per hour to start

NYS driver’s license with a good driving record is required. At least one year of janitorial related experience is required.

**APPLICATION INFORMATION**
To apply for this position:

- Download an employment application by clicking [HERE](#). You will need
  - Mail application to Human Resources, 2001 Main Street, Buffalo, New York 14208
  - Apply in person, Monday through Friday, 8:00am to 4:00pm – Canisius College, Bagen Hall – Room 108
  - Email application to [hr@canisius.edu](mailto:hr@canisius.edu)

Canisius College, a Catholic and Jesuit university, is an independent, co-educational, medium-sized institution of higher education. Minority candidates strongly encouraged to apply. Canisius College is an Equal Opportunity Employer.