**Job Description**

**Housekeeper (15 hours)**

Northside Family Resource Centre continue to develop and promote good practice, with the family as the focus of all we do. The Housekeeper will have the follow responsibilities:

**Housekeeper duties and responsibilities**

* Sweeping, vacuuming and mopping floors.
* Tackle heavy cleaning jobs upon request.
* Ensure outside walkways remain clear and free of debris.
* Notify building management of any repairs required.
* Dusting and cleaning ceiling vents, surface areas, and counter surfaces.
* Maintaining and upkeep of all cleaning equipment & supplies.
* Ensuring safe and sanitary storage and care of products.
* Disposal of rubbish from bins.
* Disinfecting furniture and room accessories as needed.
* Maintaining sinks and toilets in all restrooms.
* Keeping all public spaces neat and tidy including staff canteen.
* Cleaning windows, glass surfaces, and mirrors.
* Report repairs and replacements needed when encountered on job.
* Any other duties that may be assigned from time to time.

**Housekeeper Requirements and Qualifications**

* Knowledge of cleaning chemicals, proper storage and disposal methods.
* Experience of buffer equipment desirable.
* Excellent communication skills and the ability to work as a team or alone.
* Self-motivation and the ability to identify and complete needed tasks without direct supervision.
* Reliable and punctual.
* Excellent time management skills.
* Previous cleaning experience desirable.
* Flexible to work evening, morning and weekends.