Housekeeper

Title: Housekeeper
Supervisor: Custodial Supervisor
Classification: Non-Exempt
Job Status: Full-Time
Written By: HR

Mission:

The mission of Red Cloud Indian School (RCIS), a Catholic Institution administered by the Jesuits and the Lakota People, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota Culture. RCIS includes two elementary schools, a high school, Heritage Center, and sixteen parishes on Pine Ridge Indian Reservation in SW South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, creating leaders of tomorrow with competence, conscience, and compassion.

Job Summary: Under the supervision of the Custodial Supervisor, Housekeeper will perform routine cleaning duties in the Chatku Art Center, Parish Churches and Halls, Development Office, Guest Quarters/Rooms, Jesuit Community, Offices in the Administration Building, Staff Houses (to include OLL Staff Houses), Volunteer houses, and other duties that may be assigned throughout the organization.

Essential Functions:

1. Cleans, sweeps, vacuums, dust mops, wet mops floors, stairways, corridors to ensure cleanliness of all assigned areas.
2. Determines types of cleaning solutions and equipment necessary for specific cleaning tasks.
3. Performs routine maintenance of housekeeping equipment.
4. Notifies the supervisor of necessary major equipment repairs.
5. Assists the supervisor in maintaining an inventory of supplies.
6. Washes windows
7. Keeps all bathrooms/showers in assigned areas cleaned on a daily basis.
8. Operates cleaning equipment such as scrubbing machines, high speed buffers, carpet shampooers, wet/dry vacuums and steam cleaners.
9. Assists in the identification of cleaning assignments and helps determine appropriate remedies.
10. Assists in weekly cleaning assignments to assure that halls are getting cleaned in a timely manner.
11. Checks security of buildings by ensuring that all windows and doors are secured before

leaving the buildings.
12. Follows fire safety procedures and regulations.
13. Other duties as assigned throughout the organization.

Qualifications:

1. Must be a steady and reliable worker.
2. Must be able to read and interpret simple instructions.
3. Must be able to perform some tasks independently after being given specific instructions/guidance.
4. Must have a basic knowledge of housekeeping/cleaning skills and equipment.
5. Be safety minded in performing all tasks assigned and reminding other staff of being safety minded in their tasks.
6. Be available to work on some weekends depending on occupancy and situations in the guest quarters.
7. Be a self-starter.
8. Be multi-tasked.
9. Have a valid SD Driver's license or reliable Transportation.

Physical Qualifications:

1. Ability to stand, crouch, and climb to perform cleaning duties.
2. Ability to use ladders, with assistance, to perform house cleaning duties.
3. Have the ability to perform some types of manual labor.
4. Ability to lift up to 30 lbs or more on occasion.
5. Vision (with correction) sufficient for reading instructions.