

Job description

Housekeeper

Organization Profile:

LightHouse Women and Children's Center is a new venture of Hope Rescue Mission in Reading, PA to provide emergency and transitional housing for women and children. Hope Rescue Mission is a faith-based nonprofit organization that has been operating for 129 years to serve homeless men in Berks County. LightHouse will provide services to single women, women with children and unaccompanied youth in a new building where each family will receive their own private room. They will be given a safe place to stay where they will be treated with compassion and dignity. We are looking to hire dedicated employees who are committed to making a difference in the lives of those who will be staying at LightHouse. Every day we will work together to create a culture that allows our guests and team members to grow and reach their full potential.

Job Summary:

The Housekeeper is responsible for facilitating a warm, safe, and healing environment by ensuring our facilities are clean and interfacing with guests, volunteers and staff in a courteous and kind manner.

Duties and Responsibilities:

- Enforce all LightHouse policies and procedures.
- Engage, interact with, and work toward fostering positive relationships with center guests with courtesy.
- Clean all common areas including administrative offices, lobby, hallways, bathrooms, kitchen, activity room and great room.
- Dusting: Dusting all surfaces including desks, chairs, shelves, and cabinets.
- Vacuuming: Vacuuming carpets, mats, and floors to remove dust, dirt, and debris.
- Mopping: Mopping hard floors to remove dirt, stains, and spills.
- Disinfecting: Disinfecting and sanitizing high-touch surfaces like doorknobs, light switches, and keyboards to prevent the spread of germs.
- Trash and recycling: Emptying trash cans and recycling bins and replacing liners.
- Restroom cleaning: cleaning and disinfecting toilets, sinks, mirrors, and floors in restrooms.
- Kitchen cleaning: cleaning and sanitizing kitchen counters, sinks, microwaves, refrigerators, and other appliances.

- Restocking supplies: Restocking supplies such as toilet paper, paper towels, soap, and other necessary items.
- Special requests: Fulfilling any special requests from the client, such as cleaning conference rooms, dusting blinds, or polishing furniture.
- Reporting: Reporting any maintenance or safety issues to the supervisor or manager.
- Other duties as assigned by supervisor.

Job Type: Full Time & Part Time shifts available

Reports To: Director of Operations

Benefits: Paid Time Off (Full time only)

Required Skills and Experience

- Passion for LightHouse's mission, vision, and core values.
- Excitement to work in an environment that values creative problem solving and open communication.
- Be able to perform hands and knees cleaning at times, as it may be necessary to clean hard-to-reach areas.
- Dedication to assisting others while fostering their self-esteem and dignity.
- Commitment to trauma informed care to create a safe, healing environment.
- Individuals with military experience or Veteran status are encouraged to apply.

If interested in applying, please send your resume to: craffensperger@HopeForReading.org