



Commercial Housekeeping Assistant

Urban Ministry Center (UMC) is an interfaith organization dedicated to bringing the community together to end homelessness, one life at a time.

UMC has five core values it uses when hiring and evaluating staff members. These are:

- Heart for the Work - The UMC staff is truly passionate. We love what we do. We endeavor to be the very best at helping the people we serve and our colleagues succeed, even when no one is watching.
- Kind and Compassionate - The UMC staff is kind and compassionate. We offer comfort and strength, hope and support to each other and to the people we serve.
- Results Oriented - The UMC staff is results oriented. We do not give up, even when faced with obstacles; utilizing flexibility and creative thinking.
- Self-Care - The UMC staff values self-care, including caring for physical, emotional, and mental health care needs. Self-awareness allows staff to feel secure with their professional identity, including clarity of appropriate professional /personal boundaries and awareness of when to seek support from others.
- Team Oriented - The UMC staff is appreciative, helpful, and team oriented. We treat everyone with respect, knowing that we will achieve more working together than alone.

UMC is hiring a Commercial Housekeeping Assistant to join the Facilities team at our College Street campus. The Facilities team is responsible for the cleaning, upkeep and maintenance of the College Street facilities and campus. The Commercial Housekeeping Assistant will provide housekeeping support to the programs and departments located on the College Street Campus.

Essential functions:

- Regular and thorough cleaning of offices, conference rooms, staff restrooms, breakrooms, hallways, doors and windows
- Maintain all staff areas at a level of cleanliness, hygiene, smell and appearance to the satisfaction of the Facilities Manager
- Manage cleaning supply inventory stored in multiple areas across campus
- Assist with the daily set up, reset and cleaning of the dining hall
- Assist with cleaning of neighbor services areas, restrooms and showers
- Other duties as assigned

Preferred Qualifications/Experience:

- At least 1-2 years of experience in similar work/role - office & restroom cleaning, vacuuming, floor mopping and waxing, dusting, sweeping, window cleaning, trash removal, etc.
- High school education (or equivalent) preferred; must have basic reading, writing and math skills
- Task oriented - ability to manage a daily work schedule and stay focused on assigned duties
- Excellent organizational skills, including the ability to facilitate problem solving across teams/departments and to alert manager to possible adverse facility issues that may need attention
- Team oriented - treat others in a positive manner as you would expect them to treat you; must be able to communicate effectively with agency staff, facility staff and facility manager
- Customer oriented - good customer service skills
- Compassion for others - show compassion and respect for our homeless neighbors

Preferred Qualifications/Experience (continued):

- Professionalism - trustworthy; good work attendance record; follow dress code; maintain good personal hygiene; good steward of all UMC property
- Must be willing to help with other facility responsibilities when needed or when requested.
- Must be willing to work overtime, weekends or holidays if needed as part of the facility staff shared duties and responsibilities
- Must be able to lift 35 pounds, to perform all job duties, and to work with approved cleaning chemicals and supplies

Salary & Benefits:

- Compensation commensurate with experience
- This is a full-time, hourly, non- exempt position
- This position reports to the College St Facilities Manager
- UMC offers a comprehensive benefits package – medical, dental, disability, and retirement contributions – mostly funded by the agency

To Apply:

- Please send cover letter and resume to: Oscho Rufty, College St Facilities Manager
- Email address - orufty@urbanministrycenter.org
- Mailing address – PO Box 31335, Charlotte, NC 28231