



BRINGING THE COMMUNITY TOGETHER TO END HOMELESSNESS

JOB DESCRIPTION: COMMERCIAL HOUSEKEEPER

Men's Shelter of Charlotte/Urban Ministry Center

Ending homelessness is a bold and complex undertaking. It requires heart, collaboration and resources. But when we dream big, amazing things happen. That's why, we are excited to announce that Urban Ministry Center and Men's Shelter of Charlotte have joined forces to become one organization. Our organization will continue to provide all of the services we currently offer, and as one entity will increase our impact in finding and creating permanent housing solutions for the most vulnerable members of our community. We will combine our talent, services and leadership to elevate our quest to end homelessness in the Charlotte region.

POSITION SUMMARY:

The actions and goal of the Commercial Housekeeper is to perform cleaning duties to keep the facility neat and pleasant and should maintain cleanliness in accordance with expectations established by the Facilities Manager. The successful candidate will be trustworthy, task oriented, focused, dependable and able to make it to work on time. Having a passion and respect for those served by our mission is a must. This is a full-time position with the opportunity for occasional overtime. Benefits include health insurance, dental insurance, life insurance, company contributing retirement, personal time off, paid holidays, and daily lunch available.

ESSENTIAL FUNCTIONS:

1. Maintain the staff areas at a level of cleanliness, hygiene, smell and appearance to the satisfaction of the Facilities Manager
2. Clean offices and meeting spaces
3. Clean all staff/volunteer restrooms and warming Kitchens
4. Clean Hallways in Staff/volunteer areas
5. Clean interior windows and mirrors
6. Sweep, mop and vacuum floors
7. Assist with the daily set up, reset and cleaning of the dining hall
8. Trash Removal

PO Box 31335, Charlotte, NC 28231
www.urbanministrycenter.org

PO Box 36471, Charlotte, NC 28236
www.mensshelterofcharlotte.org

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OTHER RESPONSIBILITIES:

1. Participates in staff meetings, trainings and development activities as directed.
2. Performs other duties as directed by supervisor.

EDUCATION, EXPERIENCE AND SKILLS:

1. A high school diploma or GED and one or more years' experience in janitorial work are preferred.
2. Demonstrated ability to manage time and schedule requirements.
3. Knowledge of cleaning and sanitation products, techniques and methods
4. Knowledge of operating cleaning equipment
5. Strong interpersonal and communication skills. Ability to communicate well with a wide population of teammates and guests.
6. Team player who is willing to help in the absence of others and / or at the Supervisor's direction.
7. Basic computer, technology, and mobile phone skills required.
8. Valid North Carolina driver's license.

WORKING ENVIRONMENT & SCHEDULE

Requires working nontraditional hours and the ability to carry out duties with minimal direct supervision. Requires much physical movement, lifting, carrying, and reading instructions. Additionally, this role requires:

1. Ability to lift up to 35 lbs.
2. Ability to move, walk, lift, bend, stand, grasp, climb steps and unlock a door with a key
3. Ability to tolerate physical contact with, use of and be in close proximity to approved cleaning chemicals and supplies.
4. Ability to work in a variety of indoor and outdoor settings.
5. Daily schedule of 7:00 am – 4:00 pm, Monday- Friday with breaks and meal periods.

APPLICATIONS FOR OPEN POSITIONS:

- If you are interested in applying, submit your resume and cover letter to Resumes@MensShelterofCharlotte.org. In the subject field, specify which position you are applying for.

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