

Housekeeper

Our Lady of Peace is a non-profit 21-bed Residential Hospice that is a welcoming place of peace and compassion. At our beautifully remodeled campus in Saint Paul, we provide care to adults with any terminal illness at no cost to families.

COMPENSATION

- Hours are M-F 8-4:30 plus every other weekend
- Total hours are 56 per two weeks
- This position includes every other weekend
- Hourly wage \$17/hr
- Benefit eligible including medical, dental, 403b with matching from the organization, Flex spending option.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

- Complete cleaning according to daily schedule. (maintain building interior by cleaning, dusting, vacuuming, and polishing.
- Complete other duties as assigned by the Department Manager.
- Keep all areas of the home uncluttered and organized and maintain means of egress at all times.
- Clean and maintain routinely Housekeeping carts and equipment.
- Report any breakdowns and/or malfunctions of machinery/equipment to the proper departments.
- Be in communication with the Department Manager regarding all Housekeeping needs, issues, and concerns.
- Housekeepers will be asked to occasionally work in the laundry.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.

POSITION QUALIFICATIONS

- Knowledge of or willingness to learn how to operate all Housekeeping equipment related to the job.
- Must be able to work independently and be a self-starter.
- Must be able to bend, lift, carry, push, and pull up to 50 lbs. using proper body mechanics.
- Must be able to lift overhead with 10 lbs.
- Must be able to stand on feet for long periods.
- Required to meet the training and safety requirements for the department.
- Requires the ability to be flexible in work routines, as unscheduled tasks will be requested routinely
- Demonstrate the ability to work around sick and dying people of all ages.

All are welcome. All are respected. All are cared for.

- Must be respectful of patient rights and privacy.
- Must be willing to work as a team with all coworkers.
- Must be willing to take direction from management and supervisors.
- Must follow all policies and procedures for the Home as well as the department.
- Must be willing to cooperate with other departments.
- Must be willing and able to follow a daily work schedule and be flexible in the work routine as needed.
- Must be willing to bring concerns, issues, or questions to immediate supervisor.

Our Lady of Peace has been providing expert End-of-life care for over 82 years. Our Lady of Peace is an equal opportunity and drug-free workplace.

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