

Opportunities for Chenango, Inc.

Position Available

Housekeeping/Maintenance – OFC Central Office, 35 hours per week at \$12.00 per hour. This position provides the overall cleanliness and light maintenance at 44 W. Main St and other building as needed.

Requirements: High school diploma or (GED); and one year related experience and/or training; or equivalent combination of education and experience. **Position requires a valid NYS driver's license.**

Application and/or letter of intent will be accepted until the position is filled.

Please send Resume and Cover Letter:

Opportunities for Chenango, Inc.

44 W Main St

Norwich, NY 13815

Attn: Robin Tuttle

Fax: 607-336-6958 or email: rtuttle@ofcinc.org

Equal Opportunity Employer, Drug Free Environment

Opportunities for Chenango
Job Description

Job Title: Housekeeping/Maintenance

Department: Maintenance

Reports To: HR Director

FLSA Status: Non-Exempt

Prepared By: Human Resources

Prepared Date: 06/11/19

Approved By:

Approved Date:

Summary Maintains and repairs physical structures of buildings and maintains grounds by performing the following duties. The Housekeeper is responsible for the cleaning and up keep of the building at 44 W. Main st and could be asked to work at other OFC buildings as needed. This position provides the overall cleanliness of the buildings and light maintenance as needed.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Performing a wide range of cleaning duties, including but not limited to cleaning floors, windows, tables, chairs, and equipment.

Performing required light maintenance including but not limited to changing light bulbs, changing washers in faucets, and small repair jobs.

Maintaining personal health and sanitation standards.

Reading and interpreting safety/employment manuals and other work related documents

Ability to work flexible hours, as needed.

Vacuums entire building.

Washes windows.

Must have access to a phone to take work related calls

All bathrooms cleaned, mopped, and stocked with supplies.

Responsible for ordering cleaning supplies when needed.

Empties trash cans and consolidates trash and recyclables for weekly pickup.

All garbage must be emptied and cans cleaned and washed.

Digs flower beds and plants flowers.

Paints interior and exterior walls and trim.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner.

Interpersonal Skills - Maintains confidentiality; Remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; Responds well to questions.

Written Communication - Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback.

Change Management - Communicates changes effectively; Monitors transition and evaluates results.

Leadership - Accepts feedback from others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports affirmative action and respects diversity.

Strategic Thinking - Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Seeks increased responsibilities; Asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or GED required; and up to one year related experience or training, preferred; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

Individuals will need to have a basic knowledge of the computer in order to punch in and out daily.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Supplementary Information

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Employee Signature

Date