

# Mendocino Art Center

## Job Description

### HOUSEKEEPER



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The Housekeeper is a permanent part-time position at the Mendocino Art Center and is subject to the guidelines and procedures as set forth in the Employee Handbook. This position is paid hourly on a bi-weekly basis, is non-exempt and reports to the Executive Director.

#### Responsibilities:

- Maintain a clean environment on our multi use campus to ensure a positive experience for all guests and employees.
- Maintain an excellent cleanliness standard in all apartment rental units according to the weekly schedule provided by the Registrar. Ensure cleaning checklist is complete as soon as rooms are empty and no later than 3pm on the day of check-in. Notify Registrar when rooms are ready.
- Provide deep cleaning on occasion including steam cleaning rugs, washing blankets and comforters.
- Notify the Registrar and/or Maintenance of any maintenance issues.
- Maintain supply levels required and notify Maintenance when supplies need to be order.
- Reset room with appropriate layout and decorative items as determined by management.
- Process laundry by using campus washer/dryer or using outside service, Lucy's Laundry.
- Clean Campus Bathrooms weekly or twice weekly as needed.
- Clean Offices, Gallery and Gift Shop monthly or twice monthly as needed. Empty trash and recycling, clean surfaces, sweep, mop, vacuum.
- Occasionally assist in maintaining Studios cleanliness.
- Maintain an organized and stocked Laundry and Storage Room. Notify management when additional supplies are needed.

#### Hours:

- Generally 9am to 2pm Monday – Thursday, although hours can be flexible. A minimum of 15 hours per week is guaranteed. Summertime may require as much as 32 hours per week.

#### Requirements:

- Ability to lift 30 lbs and meet the physical requirements of carrying supplies around campus including up and down stairs.
- Good communication skills
- Pleasant demeanor
- Meticulous attention to detail
- Reliable transportation and dependability

#### Pay Range:

- Depending on Experience
- \$15 to \$18 / hour

## Apartment Cleaning Checklist

- 🍏 Remove all trash and replace trash can liners
- 🍏 Remove all dirty laundry for washing including bed sheets, towels, dish towels and floor mats. Blankets and comforters shall be washed when warranted.
- 🍏 Wash all dishes, clean kitchen counters and sink, clean refrigerators, wipe down walls and drawer fronts.
- 🍏 Clean toilet, bathroom sink, shower, walls and ceiling fan.
- 🍏 Vacuum, sweep and mop all floors.
- 🍏 Replace all consumables: toilet paper, paper towels, soap, dish sponge, dish soap.
- 🍏 Make beds with clean sheets, replace towels, floor mats and dish towels with clean replacements.
- 🍏 Make note of any facility related problem like broken faucets, slow drains, leaks, non functioning lights.