



JOB DESCRIPTION

POSITION:	Housekeeper
REPORTS TO:	Foundation Director
NATURE AND SCOPE:	To provide cleaning and light maintenance of Melbourne Day Care and Administrative offices.
PRINCIPAL RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Keep facilities and common areas clean and maintained. 2. Vacuum, sweep and mop floors. 3. Clean and stock restrooms. 4. Notify managers of any repairs. 5. Clean up spills with appropriate equipment. 6. Collect and dispose trash 7. Keep supply room stocked. 8. Properly clean upholstered furniture. 9. Keep outside parking lot clean. 10. Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, co-workers and supervisors. 11. Any other tasks pertaining to the general functions of supervising the daycare as deemed necessary by the Foundation Director.

MINIMUM QUALIFICATIONS:	<ol style="list-style-type: none"> 1. High School or GED Required. 2. Must be responsible and self-managed 3. Good oral and written communication skills. 4. Must pass Level II background prior to hire.
WORK SCHEDULE:	Hours of operation are Mon.–Fri. 1:00 p.m.-6:00 p.m. This is a part-time position. Work hours may be established by the Executive Director. Some weekends and evenings needed for grant presentations and fundraising events.
PROBATION PERIOD:	The first three months with the Brevard Alzheimer’s Foundation is an introductory period. During that time, the Office Coordinator will be evaluated by the Operations Director / Executive Director to ensure that he/she fulfills the requirements for the position. Either party may mutually terminate this contract at that time.
CHAIN OF COMMAND:	Foundation Director > Executive Director > Executive Committee Board of Directors
I have read and understand the above job description. I understand that abuse, neglect or exploitation of any Adult Daycare Program participant will be grounds for immediate dismissal.	
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	<hr/> <hr/> <div style="display: flex; justify-content: space-between;"> Executive Director Signature Date </div>
<i>All eligibility requirements for employment are applied to applicants without regard to race, color, national origin, sex, age, and religion or handicap disabilities.</i>	