



41 North Third Street, Easton, Pennsylvania 18042-3694

610-258-6271 • www.thirdstreetalliance.org

POSITION DESCRIPTION

Position Title: **Housekeeping Aide**

Reporting to: Director of Administration

Employee Classification: Non-Exempt

Job Responsibilities:

- This job will consist of a 40-hour work week. Candidate can arrange and track time accordingly to manage both department's needs.

The Learning Center

- Clean and sanitize classrooms daily, Monday through Friday
- Assist cleaning desks, chairs, fixtures, railings, etc.
- Clean classroom restrooms and refill dispensers.
- Operate Zono machine to sanitize toys, furniture, books, electronics, etc.

Homeless Services

- Clean and sanitize shelter residence rooms after discharge.
- Clean windows and manage window treatments.
- Prepare trash pickup for maintenance staff.
- Report to maintenance regarding any issues including pest control, plumbing, etc.
- Dress beds with fresh bedding, supply new residents with clean linens, hygiene products, and safety information.
- Maintain resident laundry rooms, check sink drains to prevent flooding, and keep dryer lint filters clean.
- Sanitize railings, door knobs, and hallway phones.

Job Requirements:

- Previous experience in a janitorial or housekeeping preferred but will train
- Must be at least 18 years of age
- High School diploma or equivalent
- Training on Zono Sanitize Machine

Background Check Requirements:

- PA-PATCH Clearance (10-year PA resident) <http://epatch.state.pa.us/Home.jsp>
- NSOR (National Sex Offenders Registry) <http://keepkidssafe.pa.gov/natsexoffreg/index.htm>
- PA Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>

Benefits:

- After a successful 90 days of probation you will start accumulating PTO (Paid Time Off) every month which increases annually, the option to participate in our medical, dental and life insurance plan and childcare services may be an option at a discounted rate if available.