



41 North Third Street, Easton, Pennsylvania 18042-3694

610-258-6271 • [www.thirdstreetalliance.org](http://www.thirdstreetalliance.org)

## POSITION DESCRIPTION

Position Title: **Housekeeping Aide**

Reporting to: Director of Administration

Employee Classification: Part Time

**Job Responsibilities:** This job will consist of a 20-25-hour work week dedicated to sanitizing classrooms as well as toys and classroom materials.

### The Learning Center Needs

- Clean and sanitize classrooms daily, Monday through Friday
- Assist cleaning desks, chairs, fixtures, railings, etc. (High touch areas)
- Clean classroom restrooms and refill dispensers.
- Operate Zono machine to sanitize toys, furniture, books, electronics, etc.
- Return Zono materials to classrooms.
- Sweeping, mopping, dusting and cleaning windows.

### 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:

- Employee discount for daycare fees.
- After one year of employment, part time employees earn paid time off.

Salary Range: \$12 -\$13 per hour

COVID Vaccination required for all new hires.

To apply: Send resume and cover letter to:

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