



Good Shepherd Center

218 Iron Ave SW
Albuquerque, NM 87102
505-243-2527
gscnm.org

Housekeeper

Good Shepherd Center, a Saint John of God ministry, a mission of service to the most vulnerable members of the community in the Albuquerque metropolitan area, is seeking a Housekeeper to enhance the dignity and quality of life of Good Shepherd Center guests and visitors by performing the housekeeping tasks required to maintain a clean and welcoming environment.

Duties and Responsibilities:

Performs all necessary housekeeping tasks to the required standard and maintains these standards in performing the following:

- clean Housekeeping storage areas as required.
- clean all common areas including windows, floors, furniture and fixtures on a daily basis.
- Clean all washroom areas including toilets, urinals, sinks and showers on a daily basis, using the detergents and protective equipment as instructed.
- maintain an adequate supply of toilet tissue, soap and towels in the above areas.
- perform occasional or specific janitorial/housekeeping tasks as required.
- ensure the safe and correct use of cleaning materials and equipment and their safe storage.
- maintain and properly store supplies and equipment used in janitorial/housekeeping tasks.
- clean and safely store equipment used and report any discrepancies or needed repairs.
- maintain and safely store adequate amount of cleaning supplies and report any discrepancies.
- dispose of garbage and recyclables as required, including preparation for curb-side collection.
- supervise volunteers assigned to assist the Housekeeper.

Qualification Requirements:

- Ability to appreciate the complexity and demands of “hard to serve” individuals from diverse backgrounds.
- A high school diploma or equivalent.
- Minimum of one-year housekeeping work experience in an institutional residential setting is preferred.
- Successful completion of occupational safety and health training related to mixing and use of cleaning solutions and chemicals for cleaning residential, office, and general use facilities is desirable.
- Ability to follow oral and written instructions.
- Must be able to speak, read and write to communicate effectively with others.
- Ability to cooperate with co-workers, guests, and volunteers.
- Willingness to perform routine, repetitive tasks on a continuous basis.
- Must be able to perform duties of the job independently.
- Must be on time for duties.
- Must be able to lift/carry a maximum of 30 pounds, push/pull a maximum of 50 pounds, stand, sit, bend and walk for extended periods of time.

A mission of the Hospitaller Order of Saint John of God

Province of the Good Shepherd in North America





Work Schedule:

Monday through Friday 8:00 AM to 4:00 PM

Application Procedure:

Announcement open from Friday, September 4, 2020 until filled.

Send resume c/o Brother Sean McIsaac mail to: gsc@gscnm.org

Please include references with resume.

Good Shepherd Center will notify qualified candidates.

