

## **Job Description Title: Shelter Housekeeper, Men's Cold Weather Shelter**

**Terms of employment:** This position is seasonal, beginning Nov 1, 2018 and ending March 31, 2019, at 8 to 10 hours per week for 26 weeks. Range of compensation is \$10.75 -\$12.00 per hour, depending on skills and experience.

**Goals:** Maintain the cleanliness of the shelter on a daily basis, for the health and safety of all clients, volunteers and staff.

**Lines of Responsibility:** The Shelter Housekeeper will be a temporary employee of the Unitarian Universalist Fellowship of Corvallis, and will be supervised by the Shelter Manager.

### **Duties:**

Daily cleaning of the shelter facility, including, but not limited to:

~Sweep and mop all floors

~Clean and sanitize toilets, sinks, showers, and all surfaces.

~Empty garbage and re-stock garbage receptacles.

~Launder linens and clothing, as needed.

~Read daily notes from staff and volunteers, respond as needed, contribute notes as needed.

~Communicate with shelter manager about cleaning supply needs in a timely fashion.

~Monitor and maintain other aspects of the physical plant in cooperation with the Shelter Manager.

~Other tasks as assigned and needed.

### **Core Competencies:**

Mission Ownership: Demonstrates understanding and full support of the mission, vision, and values of the shelter program; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.

Initiative: Has strong work ethic; is action oriented and energetic toward required tasks.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles. Treats all clients, volunteers, and other staff with kindness and courtesy, and offers to help when needed.

Technical Expertise: Demonstrates the technical skills required to proficiently execute the essential functions of the job.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

Process Management: Figures out the processes necessary to get things done; knows how to organize resources and activities; understands how to separate and combine tasks into efficient work flow; can see opportunities for synergy and integration; can simplify complex processes.

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Technical Expertise: Demonstrates the technical skills required to proficiently execute the essential functions of the job.

### **Qualifications:**

~Experience in facilities cleaning and upkeep.

~Experience working directly in support of clients, or experience of homelessness, mental illness, or poverty.

~Ability and willingness to work collaboratively with low-income and multicultural populations.

~Attention to detail, ability to follow procedures, meet deadlines and work independently as well as cooperatively with team members.

~Passion for supporting the efforts of providing housing and supported services in this community.

~Basic computer skills.

~Demonstrated strength in interpersonal communication skills

~Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

~Regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

~Able to lift and carry up to 50 lbs.

~Able to work shifts.

~TB test or willingness to obtain.

~Must pass a criminal background check.

**To apply:** Send a letter (e-mail) of interested to Harry Reich, Shelter Manager, at Mens.shelter.manager@gmail.com

Describe why you want to work at the shelter, describe your experience (if any) working with persons experiencing homelessness and/or mental illness and addiction. Include the names and contact information of two references. Applications are due by Friday, Oct. 12, 5 PM.