

Family Promise of Western New York

Job Title: Housekeeper

Status : Part Time

Report to: Executive Director

The Housekeeper's role is to help support the program by maintaining a clean and comfortable environment in accordance with local, state and federal regulations.

Duties

- Ensures shelter facility is clean in accordance with local, state and federal regulations, including kitchen, bathrooms, showers, common areas, offices, hallways and ceiling vents
- Complies with all safety and sanitization protocol
- Completes other duties as assigned by supervisor

Skills and other Qualifications

- Treats guests in a professional and compassionate manner
- Good character and judgement decisions, including displaying behavior appropriate to a mentor who works in close contact with children
- Must have reliable transportation
- Background checks required

Agency Expectations

- Demonstrates knowledge of the program, mission and services of FPWNY
- Complies with all policies and procedures in Employee Handbooks
- Is punctual and consistent in reporting for scheduled work shifts
- Complies with agency standards of conduct and professionalism
- Maintains client confidentiality
- Ability to work in an alcohol and drug free environment.

Hours

- Mondays-Fridays, 1:00-3:00pm (shift hours negotiable)

Compensation

- \$12.50/hour

To Apply: Go to: <https://fpwny.org/jobs>