



Job Title: Housekeeper	Venue: Alerus Center
Company: Spectra	Department: Operations
Reports To: Operations Supervisor	EEO:
FLSA: Hourly, Non-Exempt	Supervises People (Y or N): N

Summary:

Housekeepers will be responsible for cleaning and sanitizing offices, meeting rooms, bathrooms, kitchen and dining room and public areas prior to, during, and after events.

Qualifications:

- Perform general labor as assigned.
- Must be 18 years old.
- High school diploma or equivalent
- Ability to work days, overnights, weekends and holidays as needed
- Self-motivated with excellent organizational skills and ability to function in a fast paced, high-pressure environment
- General housekeeping knowledge and experience of using cleaning products and equipment
- Ability to read, speaks, and understands English.
- Ability to handle multiple tasks at one time and meet deadlines
- Ability to climb stairs and lift 40 lbs unaided

Job Functions:

- Operate buffer, rider sweepers / scrubbers, walk behind scrubbers, blowers, vacuums, forklifts and other various equipment
- Climb up and down stairs and lift 40 lbs. unaided
- Maintains clean and well stocked restrooms
- Safely use cleaning chemicals and communicate proper cleaning procedures
- Responsible for keeping all areas in a safe and clean condition.
- During events, constantly walks the facility with broom and dustpan looking for trash and or spills.
- Performs custodial duties after events.
- Keeps outside areas and front entrance clean and trash picked up.
- Perform other duties as assigned.

Physical demands:

- Employee may occasionally lift and/or move up to 50 pounds. As business or emergency situations require, employee may sporadically assist in lift/move 100 lbs.

Work environment:

- The duties of this position are performed indoors and occasionally outdoors in the weather conditions prevalent at the time. The noise level in the work environments is usually moderate to loud during events and minimal during non-even times.