

Sanitation Worker/Housekeeping for Warming Center

SKILLS:

- Punctual
- Reliable and responsible
- Able to maintain confidentiality
- Learns and follows agency policies and procedures

DUTIES:

- Sanitize the cots that are used each night
- Wipe down pillows
- Sanitize dividers daily
- Clean microwaves every day
- Wash blankets, scrubs and washcloths then fold
- Wipe down entire kitchen
- Refilling supplies, such as toilet paper and paper towels
- Restock socks, gloves, hats & hygiene kits
- Cleans and sanitizes restrooms
- Ordering new cleaning supplies as needed
- Sets cots up for next night.
- Walk the facility to see if there are other items that need to be addressed
- Other duties as assigned