

THE CARE CENTER, INC.

JOB VACANCY NOTICE

POSITION: Housekeeper
Butler, PA

PAY GRADE: 2

WAGE: \$9.75/hr. (as a minimum)

**ESSENTIAL
FUNCTIONS:**

- Maintains the general cleanliness of office spaces and restrooms.
- Responsible for cleaning CARE Center property as per assigned cleaning schedule.
- Performs inventory control of cleaning supplies.
- Integrates in a proactive manner reporting maintenance and safety issues to Supervisor/Director.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Ability to use or operate various cleaning equipment.
- Ability to lift equipment or various materials when needed weighing up to 50 pounds.
- Ability to climb a stepladder.
- Ability to bend, stoop, crawl and work in awkward positions and places when necessary.
- Valid PA Driver's License and safe driving record.
- Ability to read, comprehend, follow written and verbal instructions, and follow supervisory directions.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Public Welfare and FBI Fingerprint Clearance.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE FOR HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022, POSTING#1766

EQUAL OPPORTUNITY EMPLOYER