

**COMPREHENSIVE COMMUNITY SERVICES, INC.**

**JOB VACANCY NOTICE**

**POSITION:** Housekeeper (Part-Time)  
Maintenance

**PAY GRADE:** 2

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

**ESSENTIAL FUNCTIONS:**

- Maintains the general cleanliness of office spaces and restrooms.
- Responsible for cleaning Comprehensive Community Services property as per cleaning schedule.
- Performs inventory control of supplies.
- Integrates in a proactive manner reporting maintenance and safety issues to Facilities Coordinator.
- 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.
- Available to work evening hours.
- Ability to read, comprehend, follow written and verbal instructions, and follow supervisory directions.
- Must successfully obtain Criminal History Clearance from the PA State Police.

**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, ATTENTION: POSTING#1851.**

**EQUAL OPPORTUNITY EMPLOYER**