

**THE CARE CENTER, INC.**

**JOB VACANCY NOTICE**

**Become a leader...Become an innovator...**Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS!

SPHS continues to be a leader in the human services field for over 50 years and counting, providing a wide variety of services throughout Butler, Fayette, Greene, Washington and Westmoreland counties.

**POSITION:** Housekeeper  
Washington, PA

**PAY GRADE:** 2

**WAGE:** \$9.85 /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 and follow written and verbal instructions.
- Must successfully obtain Criminal History from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.

**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, email [naffinito@sphs.org](mailto:naffinito@sphs.org) or [kjohnson@sphs.org](mailto:kjohnson@sphs.org) ATTENTION: POSTING#1938-NO LATER THAN MARCH 17, 2019.**

**EQUAL OPPORTUNITY EMPLOYER**