

RONALD McDONALD HOUSE CHARITIES OF MEMPHIS, INC.

Housekeeper Job Description

Revised Date: February 2018

General Summary

Performs a variety of duties to maintain the cleanliness and sanitary conditions Ali's Grill and the family kitchens. Reports to the Housekeeping Supervisor. This is a part time position working Sun-Thurs from 8am to 1pm.

Physical Requirements:

This position demands good physical and mental health. The housekeeper will be required to lift, carry, walk, sit, push, pull and must be able to move continuously during work hours and be able to lift and/or carry 50 to 75 pounds.

Job Responsibilities

1. Responsible for making sure kitchens and dining rooms are cleaned throughout the day. This includes taking the dirty dishes out of the sinks and putting them into the dishwashers, emptying dishwashers, cleaning stoves, ovens, microwaves, dishwashers, refrigerators, wiping the counters down as well as the dining room tables.
2. Responsible for cleaning the griddle, convection ovens, cooktops, dishwasher, refrigerators and microwave in Ali's Grill and the family kitchens.
3. Responsible for disposal of trash, waste, and other disposable materials in the kitchens and dining rooms.
4. Responsible for making sure the kitchen towels are clean and stocked.
5. Responsible for making sure Ali's Grill stays stocked and organized with items groups need to prepare and serve meals.
6. Responsible for keeping all kitchen cabinets clean, organized, stocked and inventoried.
7. Cleans up and puts away daily grab and go breakfast items.
8. Must handle various cleaning solvents, chemicals, etc. Must comply with all regulations such as OSHA, EPA, State Health Department, etc.
9. Maintains and stores cleaning equipment in clean and safe condition; reports to Housekeeping Supervisor any equipment repair needs.
10. Ensure all assigned tasks are completed in a timely manner as designated by Housekeeping Supervisor.
11. Display a positive attitude towards families and co-workers, dealing with them in a courteous and professional manner.
12. Performs other related duties as assigned or requested.

Job Qualifications

- Must be able to pass a background check
- Minimum Education: Ability to read, write and comprehend verbal and written instructions
- Minimum Experience: 6 months
- Skills: Technical Washers
Dryers
Basic knowledge of gas cooktops, griddles,
convection ovens, dishwashers