

Part Time Housekeeping Job Description

We are looking for someone who has an understanding and ability to adhere to applicable safety rules and procedures. The ideal candidate will have excellent customer services skills, and an eagerness to work in a service oriented environment subject to frequently changing priorities. We are looking for applicants 18 years of age or older. A high school diploma or GED equivalent is preferred. Experience in working in a public facility is highly sought. We at the St. Charles Convention Center ask all applicants consider their work flexibility, as we service a wide array of ever-changing clients. These clients may have events that take place over long hours of the day, evening and night shifts, weekends and holidays as well. At the St Charles Convention Center, we will always encourage a strong work/life balance. The ideal candidate will be fluent in English.

Essential Functions:

- Be a key player in keeping facilities clean & beautiful
- Regularly check restroom cleanliness and supplies
- Perform daily cleaning tasks from checklists and sign off tasks as they are completed
- Note and report any building components in need of repair
- Daily inspection of areas of responsibility
- Assist other department personnel as deemed necessary
- Clean and set rooms in accordance with the operation's procedures
- Adequately perform post-event cleanup and trash removal
- Operate an assortment of equipment including: buffers/burnishers, rider sweepers/scrubbers, walk behind scrubbers, blowers, vacuums, snow removal equipment, and others as needed

Benefits:

- 401(k) with company match
- Flexible scheduling