

**Wernle Youth & Family Treatment Center**  
**Job Description**

**Job Title:** Housekeeper  
**Company:** Wernle Youth & Family Treatment Center  
**Department:** Facilities  
**Reports to:** Director of Continuous Quality Improvement  
**Status:** Full Time Non-Exempt

Wernle Youth & Family Treatment Center is a non-profit residential treatment – behavioral health care agency committed to providing quality services to children and their families through caring programs and healing relationships, which are reflective of God's love in Jesus Christ.

**Job Summary:**

Perform regular housekeeping duties for offices and common area buildings on campus, including administration, wellness center, and apartments. Manage the clothing room, including receipt and distribution of clothing. Order, maintain and distribute cleaning supplies and toiletries. Performs duties in compliance with COA standards and state, federal, agency and all other applicable rules and regulations, and Wernle policies and procedures.

**Essential Duties and Responsibilities:**

- Provides housekeeping for administration building and wellness center daily, including but not limited to:
  - Cleans lobbies, lounges, rest rooms, corridors, and stairways.
  - Sweeps, scrubs, waxes, and polishes floor.
  - Cleans rugs, carpets, upholstered furniture, and draperies.
  - Dusts furniture.
  - Washes walls, ceiling and woodwork.
  - Washes windows, door panels, and sills.
  - Removes trash.
- Provides housekeeping for apartments as needed.
- Restocks all cleaning supplies.
- Processes and maintains donations, listing items donated and needed.
- Maintains the clothing room in neat and orderly manner.
- Distributes and maintains records of clothing distribution.
- Sorts, counts, folds, marks, or carries linens for some department.
- Provide housekeeping for off-campus property as needed.

- Other duties as assigned.

**Education and Experience:**

Possesses a minimum of some high school education.

**Certificates, Licenses, Registrations:**

Possesses valid driver license.

**Language Skills:**

Possesses ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to verbally communicate with residents and co-workers.

**Mathematical Ability:**

Possesses ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

**Reasoning Ability:**

Possesses ability to apply reasonable understanding to carry out instructions provided in verbal, written or diagram format; ability to exercise good judgment; ability to identify and respond to problems and crisis situations in the time frame and manner demanded by their severity.

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Physical requirements include**, but are not limited to, the ability to reach with hands and arms, talk, hear, stand, walk, run, sit, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is occasionally exposed to physical activities with the children that could result in physically escorting and/or restraining a child as well as physically intervening and/or removing a child to a secure setting\*. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Mental Requirements:**

The mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. **Mental requirements include**, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt to and stay alert in a busy work environment. Other requirements include the ability to maintain personal and emotional boundaries with residents and the ability to accept and manage change and ambiguity in a variety of situations.

**Work Environment:**

The work environment described here is representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may frequently drive an automobile. Employees may be exposed to outside weather conditions, blood borne pathogens, and a constant or intermittent high noise level that could cause distraction or hearing loss. The noise level in the work environment is usually moderate to loud.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_