



QUINN CENTER
OF SAINT EULALIA

Mission

To partner with the people of Proviso to build an inclusive culture of justice, health, and peace through intentional action

JOB DESCRIPTION

POSITION: Housekeeper

Reports to: Executive Director/Program Director

FLSA: Part-time, Non-exempt

Posted: December 2022

Open until filled; One position available

About the Quinn Center of St. Eulalia: The Quinn Center is a beacon of hope in Proviso Township providing quality programming for youth, teenagers, families, and seniors. Flagship programs include a weekly community soup kitchen, a summer program for youth and teens, an after-school tutoring and enrichment program, as well as senior and caregiver groups. The Quinn Center also hosts a Thanksgiving food box distribution for about 800 families and an annual Christmas event. These programs and events are offered through the hard work of a small, dedicated team of staff as well as an extensive network of volunteers, interns, and community partners.

Position Summary: The position of Housekeeper requires special attention to details and plays a key role in our ability to provide a safe, sanitary, and professional environment in which programming, outreach, and support activities are able to support our community. The ideal candidate must be prepared to reach and maintain a very high level of cleanliness and sanitation within our facility. This individual must also possess the qualities and attitude to uphold a teamwork approach with the rest of the staff.

Roles and Responsibilities

- The physical space and grounds of the Quinn Center are to be kept clean and orderly.
- Thorough cleaning includes (but is not limited to):
 - Daily cleaning and sanitizing of all restrooms, toilets, sinks and surfaces
 - Daily vacuuming of carpeting and rugs
 - Daily emptying of all trash cans (and removal from building, into receptacles outside)
 - Weekly vacuuming/mopping of classrooms, lower hall, gym and hallways
 - Weekly cleaning of tables and chairs in classrooms
 - Weekly finer details cleaning: dusting furniture, dusting heater vents, spot clean walls/cupboards
- Replenishing facilities of toiletries and towels
- Keeping an inventory of cleaning supplies in coordination with Building Maintenance
- Reporting any safety concerns or hazards to Building Maintenance and Executive Director
- Other duties as assigned by Quinn Center Executive Director/Program Director

Required skills and traits

- Must be able to easily navigate stairs in order to execute duties completely and lift greater than 10lbs
- Duties will regularly require standing and walking for more than 50% of the work day
- Understands oral and written instructions
- Organizational and time management skills
- Comfortable working with people of all ages and from diverse backgrounds
- Good listening skills with a desire to learn from others' experiences
- High degree of flexibility and creativity
- Bi-lingual in English and Spanish, preferred

Required training and background checks (will be included in site training)

- All Archdiocese of Chicago employee requirements including, but not limited to: Virtus Training, Criminal Background Check, Child Abuse and Neglect Background check, Mandated Reporter Training



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JOB DESCRIPTION

Continued

POSITION: Housekeeper

Time Commitment:

- Daytime and evening hours with occasional weekends
- Estimated up to 25 hours per week
- This is a part-time, benefits ineligible position

Location:

- On-site at the Quinn Center facility in Maywood

Compensation:

- \$15 per hour

TO APPLY: Please email your resume and cover letter to office@quinncenter.org

Equal Opportunity Statement:

The Quinn Center of St. Eulalia prohibits discrimination based upon race, color, sex, gender, sexual orientation, age, marital status, religion, creed, national origin, veteran status or physical or mental disability, or any other legally protected status. These prohibitions are required by federal and/or state law and this reaffirmation is not intended to create any contractual rights or remedies or alter the administrative requirements or limitation periods of the state or federal laws.

As a ministry of Sacred Heart and St. Eulalia, the Quinn Center of St. Eulalia is a faith-based organization. However, individuals of all or no faith backgrounds are welcome and encouraged to participate at the level with which they feel comfortable.

In keeping with our commitment to Equal Employment Opportunity, the Quinn Center of St. Eulalia will make every effort to provide all with an environment that is free from harassment. All complaints of harassment will be promptly and thoroughly investigated. Employees who engage in harassment as defined above may be subject to disciplinary action, up to and including termination.