



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: HOUSEKEEPING/MAINTENANCE

Reports to: Executive Director/Program Director

FLSA: Part-time, Non-exempt

Posted: January 2022

Open until filled

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 Housekeeping/Maintenance requires special attention to details and plays a key role in our ability to provide a sanitary and professional environment in which programming, outreach and support activities are able to support our community. The individual employed 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.

Time Commitment:

- Daytime and evening hours with occasional weekends
- This is a part-time, benefits ineligible position

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 of all restrooms (including mirrors, sinks and toilets)
 - Daily vacuuming of carpeting and rugs
 - Daily emptying of all trash cans (and removal from building, into receptacles outside)
 - Weekly vacuuming/mopping of classrooms and hallways
 - Weekly cleaning of tables & chairs in classrooms
 - Weekly finer details cleaning: dusting furniture, dusting heater vents, spot clean walls/cupboards
- Other duties as assigned by Quinn Center Executive Director

Required skills and traits

- Must be able to easily navigate stairs in order to execute duties completely and lift >10lbs
- Duties will regularly require standing/walking for more than 50% of the work day
- Comfortable working 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

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

Compensation:

- \$13 per hour