



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** Residential Housekeeper (DK-110519-01)

**Location:** Williamson & Jackson Counties, Illinois

**Salary:** \$9.25 per hour, with raise after training

### **Job Description**

Employer in Southern Illinois is seeking candidates for Residential Housekeeper positions. Candidates must have their own transportation to drive to various locations in Williamson and Jackson counties. This position is part-time to start and will likely move into full-time. Work schedule is Monday through Friday, from 7:30 a.m. to 7:30 p.m. (no weekends).

### **Main Job Tasks and Responsibilities**

- Sweep, scrub, mop and polish floors
- Vacuum carpets, rugs, and upholstery
- Dust and polish furniture and fittings
- Clean metal fixtures and fittings
- Empty trash containers
- Dispose of trash in a sanitary manner
- Clean wash basins, mirrors, tubs and showers
- Wipe down glass surfaces
- Tidy up rooms
- Wash windows as scheduled
- Operate mechanized cleaning equipment
- Maintain all cleaning equipment and materials in a safe and sanitary working condition
- Monitor and report necessary domestic repairs and replacements.
- Wash dishes and soiled cookware
- Clean appliances

### **Physical Requirements**

- Able to lift, push, twist, pull and carry a minimum weight of approximately 25lbs
- Able to stand for long periods of time
- Able to kneel, bend and crawl
- Able to squat and crouch
- Able to work in confined spaces
- Able to tolerate exposures to dust and cleaning chemicals
- Able to hold arms overhead for extended periods.

### **Competency Requirements**

- Able to listen and follow instructions
- Effective communication skills
- Able to work unsupervised
- Able to maintain a professional manner at all times
- Displays integrity and honesty

- Maintains a positive attitude towards Clients
- Demonstrates attention to detail and thoroughness
- Respects Clients privacy in all matters rather material or verbal
- Able to follow and adhere to standard policies and procedures

### **Requirements**

High School Diploma or LESS is required. Reliable transportation and a valid Illinois driver's license are also required. Candidate will also be expected to pass background check and drug test requirements.

### **How to Apply**

This employment opportunity is available at no cost to you! To apply for this position, see a Man-Tra-Con Career Specialist for details, and to fill out an application.

**Man-Tra-Con Corporation is a partner of the American Job/  
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