

JOB TITLE: Post Event Housekeeper
REPORTS TO: Lead Janitor

DEPARTMENT: Housekeeping
FLSA: Hourly / Non-Exempt

Summary

Provide necessary cleaning services to facility after events on a **Midnight to 8:00 am shift**, with occasional daylight shifts as necessary.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Maintain neatness and sanitation in assigned areas at all times.
- Clean and sanitize assigned work areas that include seating areas, floors, restrooms, etc., using mechanical and/or manual equipment.
- Empty trash and recycling receptacles in assigned areas and wheel full hampers to compactor
- Monitor cleaning supplies and paper products and notify supervisor of needed items at the end of a shift.
- Maintain neatness and cleanliness of custodial storage areas and equipment.
- Follow safety rules and regulations
- Report any unsafe or hazardous conditions to supervisor immediately
- Perform other duties as assigned by the Lead Janitor and Operations Manager
- Occasionally work as casual utility assisting in the set-up of events.
- Be knowledgeable about locations throughout the facility.
- Be respectful, courteous, and helpful to all guests and fellow employees.

Supervisory Responsibilities

This position does not have supervisory responsibilities

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of various cleaning compounds necessary to the position
- Ability to lift and push/pull objects weighing up to 50 lbs.
- Ability to comprehend and follow written and verbal instructions
- Ability to operate various floor cleaning equipment

Education and/or Experience

High school diploma or general education degree (GED)

Previous janitorial experience preferred, including stripping/waxing floors, using propane floor burnisher, floor scrubbers, and other cleaning specific machinery.

Skills and Abilities

Ability to work with minimal supervision; Strong customer service skills; Good verbal and interpersonal skills required; Professional presentation, appearance and work ethic; Ability to interact with all levels of staff including management; Ability to work irregular hours including, night shifts, weekends and holidays.

Physical Demands

The physical demands 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.

This position will require a large amount of walking, stair climbing, and standing to access all seating areas. The employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl. This position requires work in both indoor and outdoor settings and may be subject to adverse conditions. This position may be exposed to high noise levels. Lifting and push/pull up to 50 pounds.

Interested candidates should send completed application to:

Human Resources Manager

AEG/PPG Paints Arena

1001 5th Avenue

Pittsburgh, PA 15219

412-804-7981 – Fax

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