



Job Title: Housekeeper
Supervisor: Facilities Manager
Classification: Non-Exempt
Salary Range: \$14.50-\$15.50/hour DOE

About UMOM New Day Centers:

Founded in 1964, UMOM is Arizona’s largest provider of services for families experiencing homelessness. Our mission is to prevent and end homelessness using innovative strategies and housing solutions that meet the unique needs of each family and individual. With an annual operating budget of \$22 million dollars, UMOM provides shelter, supportive services, and housing programs to families, single women, and youth experiencing homelessness in Maricopa County. UMOM serves over 15,000 unique individuals across all our services annually, including families receiving support at the Family Housing Hub.

Position Description:

The responsibility of the Housekeeper is to ensure the cleanliness of the UMOM facility to include cleaning of offices, client rooms, and all common areas.

Essential Duties and Responsibilities:

1. Prepare rooms for occupancy and notifies facilities lead.
2. Prepare linens for shelter rooms.
3. Maintain the cleanliness of offices.
4. Maintain the overall cleanliness of program areas.
5. Maintain the overall cleanliness of all common areas.
6. Comply with established agency policies and procedures.

Qualification and Competency Requirements:

Experience and Education:

- Prior cleaning experience in a commercial or residential capacity
- Ability to read and write English and/or Spanish

Computer skills:

- Familiarity with, or ability to learn, basic applications such as Microsoft Word and Outlook for email communication and documentation responsibilities

Compliance:

- Valid Level One Fingerprint Clearance Card or the ability to obtain one
- Valid AZ driver’s license and a driving record and insurance that falls within UMOM’s policy

Additional Attributes:

- Ability to work in a fast-paced environment
- High level of attention to detail and ability to multitask
- Ability to cope with and embrace change, risk and uncertainty.
- Ability to work independently and as part of a team
- Ability to manage time and adhere to deadlines
- Willingness to embrace and actively support the unique culture and values of UMOM