

*Job Posting*  
**BROCKTON HOUSING AUTHORITY**

The Brockton Housing Authority, a nationally recognized and award winning public housing authority, located in Brockton, Massachusetts is presently accepting applications for the following full time position:

**Housekeeper**

A cover letter and resume are required and should be mailed or delivered to the Director of Human Resources, Brockton Housing Authority, 45 Goddard Road, P.O. Box 7070, Brockton, MA 02303. Any resumes received after 3:00 PM on February 5, 2018 will not be considered. No electronic submittals will be accepted. Applicants are encouraged to review the full job description, describing the qualifications necessary and expected duties for each position, which can be found at [www.brocktonhousingauthority.com](http://www.brocktonhousingauthority.com). The starting salary for the position will be part of the job description.

**The Brockton Housing Authority is an Equal Opportunity Employer**

**In compliance with Section 3 of the HUD Act of 1968, Brockton Housing Authority Residents, Section 8 Voucher holders and other low or very low income Brockton residents are encouraged to apply and may receive a preference.**

## BROCKTON HOUSING AUTHORITY

**Housekeeper/ Workforce Development Mentor**

**Salary:** \$16.82 per hour

**Location:** Various

**Hours Per Week:** 40

**General Statement of Duties:** Performs routine building custodial, janitorial, and/or housekeeping duties in the common areas of the Housing Authority's various complexes and mentors Workforce Development employees assigned.

**Supervised By:** Working Foremen

### **Responsibilities:**

1. Cleans, waxes and polishes floors located in storerooms, corridors, elevators, stairwells, lavatories, and other areas by sweeping, dry mopping, scrubbing, waxing and polishing, using a variety of manual and power equipment.
2. Maintains cleanliness of rest rooms to standards established by Working Foremen.
3. Performs routine functions such as emptying waste baskets, washing windows, vacuuming rugs and carpets, stripping wax from floors and similar tasks.
4. Cleans vacant apartments by washing walls, ceilings, windows, floors, cupboards, lavatories and appliances.
5. Uses cleaning materials and operates cleaning equipment/devices in accordance with manufacturer guidelines for safe and proper use.
6. Keeps janitor's room neat and orderly and reports supply orders to supervisor.
7. Mentors Workforce Development employees as assigned.
8. Reports needs for major repairs to supervisor.
9. Assists in control of sanitation.
10. Assists in checking for safety hazards and reports any deficiency.
11. Perform other work-related duties as required or as assigned by supervisor/designee.
12. Attend meetings and appropriate job trainings as required or assigned by supervisor.
13. Perform duties consistent with agency/program policies and procedures.
14. Execute duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in areas that constitute risk.

### **Qualifications:**

- Demonstrated work experience in a janitorial/custodial capacity.
- Knowledge of methods and practices used in janitorial or custodial work.
- Knowledge of proper use of a variety of special cleaning and sanitizing solutions, solvents, materials and equipment.
- Ability to read signs/directions and follow oral/written instructions.
- Ability to use common cleaning rods, materials and equipment.
- Ability to perform building custodial tasks under supervision.

### **Physical Abilities:**

- Ability to sit, stand, or walk for extended periods.

- Ability to clearly communicate with supervisor, coworkers, tenants and others.
- Ability to lift, crouch, bend, stoop, climb and reach.

**May be Exposed to the Following Conditions on a Regular Basis:**

- Repetitive motion
- Extended use of vision
- Noise
- Odors
- Temperatures above or below normal room temperature
- Exposure to chemicals, toxicants, caustics and moving parts
- Verbal abuse from tenants

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Thomas G. Thibeault  
Executive Director

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

*Date 1/18/18*