



pasadena humane society & spca

Housekeeper

FLSA Classification
Part-time, Non-Exempt

REPORTS TO: Facilities Coordinator
DIVISION: Operations
DEPARTMENT: Animal Care and Facilities
PROGRAM: Facilities

JOB DESCRIPTION

SUMMARY/OBJECTIVE

The housekeeper will be primarily responsible for the upkeep of our laundry rooms, kitchen areas, and stock rooms. Housekeeper will also fill in for custodians as needed.

SUPERVISORY RESPONSIBILITIES: Volunteers

JOB DUTIES AND RESPONSIBILITIES

- Primarily responsible for keeping shelter laundry and cat ward laundry items properly washed and folded.
- Wash dishes in shelter kitchen and cat ward kitchen.
- Adhere to cleaning procedures and instructions for use of cleaning agents.
- Re-stock and organize kitchen, laundry room, and multiple animal rooms for next day.
- Dispose of trash in shelter laundry, cat ward laundry, and kitchen areas.
- Assist with donation pickups as needed.
- Sweep and mop assigned areas.
- Assist custodians with light cleaning duties, event set ups, and projects.
- Ensure a positive, educational approach to customer service with a goal of educating the public and keeping animals in homes as appropriate. Promote positive relations with the general public, volunteers and staff while promoting the Society's programs, policies and philosophies.
- Uphold Pasadena Humane Society's mission and contribute to building a culture of philanthropy.
- Ensure a safe working environment and actively participate in PHS safety programs.
- Participate as needed in special department projects.
- Work as a team member with other departmental managers.
- Perform other duties as assigned.



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REQUIREMENTS AND QUALIFICATIONS

- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
- Must come to work regularly and on time, follow directions, take criticism, get along with coworkers and supervisors, treat coworkers, supervisory staff, members and guests with respect, courtesy, and refrain from abusive, insubordinate and/or violent behavior.
- Must be able to work independently with minimal supervision.

SKILLS AND QUALIFICATIONS

- At least 6 months of housekeeping or janitorial experience preferred.
- High school diploma required (or GED/proficiency certificate).
- Must be able to communicate clearly and concisely, both orally and in writing.
- Must be able to communicate with the public and volunteers, demonstrate safe work habits for self, the animals, and others.
- Strong sense of professional judgment and ability to maintain confidentiality.

WORK SCHEDULE

- Must come to work regularly and on time. Must be available for early hours. Must be able to work early hours according to the needs of the department schedule, including weekends and holidays.

WORKING CONDITIONS

- Fast-paced environment. Employees are exposed to numerous animals (live and deceased), including those with uncertain dispositions. They are required to act in a safe and responsible manner.
- 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.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The Pasadena Humane Society and SPCA is an Equal Opportunity Employer. It is our policy not to engage in discrimination against any individual, or harassment of any person seeking employment with our organization on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, genetic information or status as a covered veteran including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary,



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training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws. Federal law requires proof of citizenship or "alien right-to-work" status. PHS maintains a drug-free workplace and performs pre-employment substance abuse testing.