

Notice Date: November 12, 2024

The Clinton County Housing Authority (CCHA) seeks a qualified candidate for the position of Housekeeper. The Housekeeper is responsible for maintaining a clean, safe, and welcoming environment within common areas inside Authority buildings. The role includes performing cleaning duties across various areas, following specific procedures, and ensuring that hygiene and sanitation standards are met consistently. Prior housekeeping experience in an institutional setting (e.g., hospital, school, care facility) is an asset. Must be dependable, detail-oriented, and enjoy creating a positive, safe atmosphere.

This is a permanent full-time position scheduled for 40 hours per week and requires flexibility to occasionally work evenings, weekends, and holidays. The position is primarily located in Lock Haven, PA; however, occasional travel to Renovo, PA is necessary. High school diploma or equivalent preferred. Must possess a valid PA driver's license. Attention to detail and thoroughness in cleaning tasks. Ability to work independently and as part of a team. Basic understanding of safety protocols and cleaning practices. Physical stamina to stand, walk, and lift for extended periods. Must be able to lift, push, and pull heavy objects and stand for extended periods. Ability to work with cleaning chemicals and equipment safely. Following a 90-day probation period, benefits include pension, healthcare, dental, vision, and life insurance.

To apply, please submit a letter of interest along with your resume and/or credentials to info@clintoncountyhousing.com or hard-copy to Jeffrey Rich, Executive Director, Clinton County Housing Authority, 369 Linden Circle, Lock Haven, PA 17745. Applications will be accepted until 3:00pm prevailing time on December 17, 2024. CCHA is an equal opportunity, affirmative action employer and maintains a "Tobacco Free" workplace.

CLINTON COUNTY HOUSING AUTHORITY
POSITION DESCRIPTION

TITLE: **Housekeeper**
DIVISION: Public Housing
TYPE: Maintenance
SUPERVISOR: Lead Mechanic
STARTING RATE: \$15.00 per hour

MAJOR FUNCTIONAL OBJECTIVE

The Housekeeper is responsible for maintaining a clean, safe, and welcoming environment within common areas inside Authority buildings. The role includes performing cleaning duties across various areas, following specific procedures, and ensuring that hygiene and sanitation standards are met consistently.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Sweep, mop, scrub, dust, and vacuum designated areas, including floors, walls, windows, fixtures, and furniture.
- Clean and disinfect high-touch surfaces, restrooms, and public spaces.
- Remove waste, empty trash cans, and replace liners.
- Replenish supplies, including soap, toilet paper, and other amenities as required.
- Identify and report maintenance needs and hazards within the facility.
- Operate and maintain cleaning equipment according to manufacturer and Authority guidelines.
- Perform minor maintenance or repair tasks as needed, such as changing lightbulbs and unclogging drains.
- Follow institution protocols and safety guidelines to minimize the risk of infection or injury.
- Use cleaning chemicals and equipment safely and responsibly.
- Respond promptly to spills, accidents, and emergency clean-ups to maintain a safe environment for staff, visitors, and residents.
- Document cleaning tasks and complete checklists as directed.
- Record usage of cleaning supplies and request restocking as needed.

REQUIREMENTS

High school diploma or equivalent preferred. Must possess a valid PA driver's license. Attention to detail and thoroughness in cleaning tasks. Ability to work independently and as part of a team. Basic understanding of safety protocols and cleaning practices. Physical stamina to stand, walk, and lift for extended periods. Must be able to lift, push, and pull heavy objects and stand for extended periods. Ability to work with cleaning chemicals and equipment safely. May be required to work evenings, weekends, or holidays, depending on institutional needs.

EXPERIENCE AND TRAINING

Prior housekeeping experience in an institutional setting (e.g., hospital, school, care facility) is an asset. Must be dependable, detail-oriented, and enjoy creating a positive, safe atmosphere.



Clinton County Housing Authority Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a crime? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release

Signature: _____ Date: _____