



## HOUSEKEEPING ATTENDANT

San Benito Housing Authority is seeking a highly organized and proactive Housekeeping Attendant to maintain a clean, safe, and sanitary environment within the housing authority's residential units, common areas, and administrative offices. This position plays an essential role in ensuring that the properties are well-maintained and welcoming for residents, staff, and visitors.

### Essential Duties and Responsibilities:

- Clean and sanitize vacant units to prepare for new residents, including kitchens, bathrooms, floors, windows, and appliances
- Maintain cleanliness of common areas such as hallways, laundry rooms, lobbies, stairwells, and restrooms
- Dust, sweep, mop, vacuum, and disinfect surfaces as needed
- Dispose of trash and recyclables properly and maintain cleanliness around dumpsters or waste collection areas
- Replenish cleaning supplies and request stock as needed
- Report maintenance issues or safety hazards to the appropriate supervisor promptly
- Adhere to all safety and sanitation policies and procedures
- Assist with special cleaning projects or emergency clean-up needs as assigned
- Provide courteous and respectful service to residents and co-workers

### Qualifications:

- High school diploma or GED preferred
- Previous housekeeping, janitorial, or custodial experience preferred
- Ability to operate cleaning equipment and use cleaning chemicals safely
- Strong attention to detail and ability to work independently
- Ability to lift up to 30 lbs. and perform physical tasks such as bending, standing, or climbing stairs for extended periods
- Good communication skills and a team-oriented attitude
- Commitment to maintaining confidentiality and professionalism

### Working Conditions:

- Work is performed indoors and outdoors in residential housing and administrative settings
- May be exposed to cleaning chemicals, dust, odors, and varying weather conditions
- Must be able to respond to urgent cleaning needs as required

**Position Open Until Filled**

**Job Type: Part-time**

**Pay: From \$16.00 per hour**

**Expected hours: < 30 per week**

The San Benito Housing Authority is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.