
The Levite Jewish Community Center: Housekeeping – Full Time

LJCC Identity Statement

Through the lens of Jewish identity and values, the Levite Jewish Community Center provides a welcoming, family-oriented gathering place for a diverse membership to engage in a meaningful experience of the mind, body and soul.

LJCC Vision Statement

The Levite Jewish Community Center will be recognized as a model for member-centered, high quality Jewish programming, education and recreation. We will be known for superior facilities and visionary leadership through financial sustainability and community outreach.

LJCC Core Values

- We cultivate memorable life experiences and meaningful relationships
- We pursue collaboration within the Jewish and broader communities
- We empower individuals to learn and understand Jewish values
- We provide a welcoming and open environment
- We embrace and celebrate diversity
- We encourage wellness of the mind, body and soul
- We connect our community to the people of the State of Israel

General Position Summary

Under the direction of the Property Manager, the Night Shift Housekeeping position will provide clean, sanitary, orderly and satisfactory surroundings for our members, guests, and employees. The Night Shift Housekeeping position will encounter our members/guests and will need to maintain positive guest interactions.

Essential Functions

1. Acknowledge and greet members and guests
2. Cleaning of facilities, which includes but is not limited to vacuuming, washing windows and mirrors, dusting, sweeping, and cleaning bathrooms, locker rooms, and common areas.
3. Perform minor repairs
4. Notify Property Manager of major repairs
5. Work safely with a variety of cleaning supplies
6. Clean up spills with the appropriate equipment
7. Ensure doors are locked after hours and alarm is set
8. Replenishing supplies
9. Collect and dispose of trash
10. Performing outside custodial work
11. Complete tasks in a timely manner with minimal supervision
12. Work with a contract cleaning service when necessary
13. Basic Math skills
14. Other duties as assigned
15. Embrace all Core Values and all inherent mission, goals, directives and tasks of the LJCC
16. CPR/AED Certification – We can train

Job Scope

Recurring work situations with occasional variations from the norm. Operates from established and well-known procedures, typically. Operates independently with minimal supervision.

Supervisory Responsibility

None

Interpersonal Contacts

Contacts are made with others both inside and outside of the LJCC. Fulfill the needs of our members and guests by providing services on-site.

Education and/or Experience

High school diploma or equivalent preferred
Must be fluent in written and verbal English

Job Conditions

Have flexibility to work different shifts. Frequent interruptions may occur. Maintain a clean cut and professional appearance. Some Holiday work may be required. Must be able to work on your feet for a minimum of 8 hours. Must be able to lift 35 pounds.

Reports to: Operations Manager

Salary: TBD

Benefits: Medical, GAP, RX, Dental and Vision Insurance, FSA-Flexible Spending Account, 401K and 403(b) plans, Supplemental insurance offered, Life Insurance offered, PTO and Vacation Benefits

The Levite Jewish Community Center is an Equal Opportunity Employer