



## **Housekeeper/Laundress**

Since 1901 The Children's Shelter has provided a safe haven for Bexar County children who have experienced abuse, abandonment and neglect. Would you like to be part of a growing and dynamic team that "restores innocence and strengthens families?" Serving over 4,000 children and families each year, we need committed applicants to be part of The Children's Shelter team. It takes one life to change the life of a child. Will that be you?

The Children's Shelter is looking for a housekeeper/laundress to maintain the facilities assigned (emergency shelter, residential treatment center, Tapia, Cedar, administrative building, dining room, family support/training, Woodlawn Campus buildings) in an orderly and sanitary state; provide clean laundry and children's clothing for shelter and residential treatment center operation on a daily basis seven days a week.

### **Responsibilities:**

- Change the linens on each bed daily (change only beds that are used) or directed by Supervisor or Program Director Cottage or Program Director Residential Treatment Center.
- Strip and disinfect beds of children discharged on the day of their discharge under direction of the Shift Supervisor. Disinfect with Sandi Wipes or a solution of five parts water to one part of bleach. Strip the bed down to mattress cover, use a Sandi Wipe to wipe down the mattress cover or use a spray bottle to spray the mattress cover top and sides and bed railing, wipe with towel, let dry and then re-make the bed with clean linen.
- Vacuum all carpets daily. Do not commence vacuuming until at least 7:30 AM. Wipe down all baseboards following vacuuming.
- Daily clean and mop all children's sleeping areas and common areas that are not carpeted.
- Clean and vacuum all office areas daily Monday through Friday.
- Maintain all restrooms in a clean and sanitary state regardless of the time and number of times cleaned in a day; as a minimum, clean all restrooms in the facility, to include classrooms

### **Requirements:**

- One year experience in housekeeping and laundry.
- Ability to maintain a neat and clean environment.
- Must pass background check
- Capable of standing and working on your feet for long periods of time.
- Capable of going up and down stairs repeatedly during a day.
- Capable of bending and stooping repeatedly during the day.
- Capable of lifting and carrying at least 25 lb. of laundry repeatedly during the day.
- Capable of lifting a mop bucket filled with water weighing 25 lbs. and emptying into a sink.
- Ability to engage and communicate effectively with persons from diverse cultures and communities, as from different groups, including children, their parents, agency colleagues, support staff members, supervisors, and administrators.
- Maintain working telephone or alternate means of contact

***Join a great team at one of San Antonio's leading non-profit organizations. The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.***

As the oldest and largest shelter for children in San Antonio, we offer employment opportunities at our various locations. For current opportunities visit our website [www.chshel.org](http://www.chshel.org) or view job postings at:

2939 W. Woodlawn Ave.  
San Antonio, TX 78228  
Monday-Friday 8am-5pm

Volunteer opportunities are also available.  
The Children's Shelter is an Equal Opportunity Employer.