



**humane society**  
*of Southern Wisconsin*

## **JOB DESCRIPTION**

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**Job Title: Housekeeper**

**Revised: 5/1/2024**

**Reports to: Shelter Services Director**

**Approval Date: 5/1/2024**

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**Purpose:** The Housekeeper serves as a housekeeper for non-animal areas at the Humane Society of Southern Wisconsin (HSSW). They are responsible for maintaining the cleanliness of areas in the shelter where animals are not housed, examined, etc. This includes the lobby, visiting rooms, public restrooms, staff breakroom, staff bathroom, hallways, cubicle area, community room, multi-purpose room. They are responsible for doing all laundry and dishes in the kitchen and laundry suite, recording and putting away donations from the donation drop-off area, and maintaining general cleanliness and orderliness around the shelter. This is a full or part-time position.

### **Essential Duties and Responsibilities**

#### **Housekeeping Duties**

- Clean and maintain all assigned areas of the shelter following approved procedures and using appropriate products.
  - Including, but not limited to, disinfecting bathrooms, sweeping and mopping floors, vacuuming carpeted areas, restocking dispensers, cleaning out refrigerators, cleaning windows, etc.
- Ensure all dishes and laundry are cleaned and sanitized daily.
- Ensure that all donations in donation drop-off area are recorded and put away in proper areas daily.

#### **Communication with the Public**

- Comply with all HSSW policies, procedures, and protocols.
- Field general inquiries from public, always maintaining a calm, courteous manner when asked.
- Assist with retaining and training volunteers as appropriate.
- Assist with opening duties and closing duties as appropriate.
- Observe HSSW dress code.

#### **General Duties**

- Ensure the cleanliness and organization of assigned work area including daily removal of trash and clutter and restocking of supplies.
- Maintain inside and outside of building in a clean and orderly manner.
- Repair or report any broken or damaged equipment in a timely manner.
- Restock all work areas.

**Internal Communications**

- Advise appropriate shelter staff about animal medical or behavioral concerns.
- Monitor inventory of supplies and notify appropriate personnel when supplies are needed.
- Answer questions from other staff and volunteers in a calm and courteous manner.
- Other duties as assigned by your supervisor.

**Qualifications**

- Must be able to bend up and down frequently.
- Must be able to use cleaning products.
- Valid driver's license and a good driving record preferred.
- Understand and support the values, philosophies, and policies of HSSW.
- Must be able to lift and carry 50lbs safely.
- Acquire and possess a thorough understanding of - and dedication to - the philosophies of animal welfare.

**Minimum Required Education and Experience**

- High school or equivalent.

**Work Environment**

Must be able to work in an environment where animals are consistently present. Must be willing to work irregular hours, weekends and holidays as needed. Must be able to tolerate loud working conditions.

**Disclaimer**

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by management as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as, and do not create, employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

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Employee Signature

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Date