



Job Description: Housekeeper/Cook

Position: Part-time, Non-Exempt; Available to work 2 days during the week

Reports To: Shelter Director

Job Summary

Responsible for the general cleanliness of the shelter by keeping it well maintained and in good condition. Responsible for cooking and preparing meals following sanitary and safety procedures.

Essential Duties and Responsibilities *(Other duties may be assigned)*

Housekeeper

- Vacuum, sweep and mop floors
- Clean and stock restrooms
- Use cleaning solutions to remove stains and clean surfaces
- Clean up spills with appropriate cleaning materials
- Notify supervisors or managers of major repairs
- Collect and dispose of trash
- Complete tasks in a timely manner with minimal supervision
- Keep cleaning supplies in stock
- Organize and routinely stock designated items donated for shelter services
- Clean empty rooms and prepare for new clients
- Clean and organize office space
- Must be able to drive during daytime hours.

Cook

- Track shelter grocery items and replace as needed during shopping trips
- Prepare meals and snacks for shelter clients and shelter staff
- Keep kitchen clean and sanitized

Skills Required

Ability to maintain a clean and safe work area

Detail oriented

Friendly attitude toward staff and clients

Please contact the HR Coordinator at zcuevas@womenshelterlb.org

The WomenShelter of Long Beach is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

Revised 6/8/18