

Caroline Detention Facility

Full Time Housekeeper

Responsible for maintaining the cleanliness and sanitation of the Caroline Detention Facility while ensuring safety, security and environmental standards are met.

Duties and Responsibilities

Maintain a high standard of cleanliness in designated areas of the facility; Conduct basic cleaning tasks, from floor to ceiling, including trash removal; Carry out heavy cleansing tasks and special projects as scheduled; Follow all health and safety regulations; Maintain cleaning closets in a neat and orderly manner; Ensure cleaning equipment is in proper working order; Notify supervisor of occurring deficiencies or needs for repairs; Enter work orders in system; Maintain stock of supplies; Accurately complete chemical logs in a timely manner; May be required to work after special events or other facility functions; Adhere to all policies and procedures of the Caroline Detention Facility; and Other duties as assigned.

Education/Experience

High school diploma or equivalent; Proven working experience as a housekeeper/custodian; Knowledge of cleaning chemicals, supplies, and equipment; Familiarity with Safety Data Sheets; Experience in a correctional setting a plus.

Licenses and Certificates

Valid Virginia Driver's License

Other

Mobility to walk, run, stoop, bend; ability to climb stairs and ladders; ability to lift 25 pounds; capable of working under stressful conditions, in high and low temperatures, and around dust, odors, and noise; possess a heightened level of awareness and attention to detail; must be adept at time management and work independently with little or no supervision; and ability to report for work on time as scheduled.

To Apply

Send completed Employment Application, Background Information Release, and a copy of your resume to jobs@carolinedf.org, or mail to Caroline Detention Facility, ATTN: Human Resources, P.O. Box 1460, Bowling Green, VA 22427. Employment forms are available at carolinedf.org/employment.