

POSITION ANNOUNCEMENT

AKWESASNE HOUSING AUTHORITY **EXECUTIVE DEPARTMENT**

“HOUSEKEEPER”

* Part-Time Position *
(Non-exempt/Hourly)

POSITION SUMMARY

The Housekeeper will perform cleaning and maintenance tasks in and around the Administration Offices of the Akwesasne Housing Authority for 10 to 12 hours per week. Hours may be increased or decreased depending upon the work needed in a given week. Must be able to lift heavy objects and perform basic functions within a given time frame. May also clean new and newly rehabilitated homes for inspection.

QUALIFICATIONS

- High school diploma or equivalent.
- Ability to communicate well and to accurately document activities and services rendered.
- Must be knowledgeable of proper cleaning procedures, including use of cleaning equipment and tools, and administering appropriate cleaning chemicals and products for the task at hand.
- Ability to lift heavy objects and climb stairs.
- Must be able to work effectively with minimal supervision.
- Successful completion of mandatory drug screening

APPLICATION DEADLINE

Friday, July 6, 2018 – 4:00 P.M.

Please submit completed **Application**,
Resume and **Cover Letter** to:

Colleen Leaf, Human Resources Manager
Akwesasne Housing Authority
378 State Route 37, Hogansburg, New York 13655

NATIVE PREFERENCE

*Detailed job description can be picked up at the Administration Office.
Resume and application available on website @www.aha-nsn.gov.*