

## **PART TIME HOUSEKEEPER**

### **Company Overview**

The Independence Visitor Center serves as the primary point of orientation to Independence National Historical Park (INHP), the City of Philadelphia and the surrounding areas of Bucks, Chester, Delaware and Montgomery counties as well as the southern New Jersey Delaware River waterfront. It serves over two million local, national and international visitors each year. .

### **Job Summary**

Independence Visitor Center Corporation has an opening for a **part-time Working Team Lead** housekeeper. We are looking for a dedicated, detail-oriented, outgoing, motivated individual with a **minimum of 10 years' experience** in staff oversight, quality control and housekeeping. The position is responsible for:

- overseeing a small cleaning staff
- overall care and maintenance of the facility
- events room set-up
- control of in-house linen stock
- final building check and closing
- physical support/assistance to all departments, as needed.

The position is both daylight and evening hours, approximately 20-25 hours per week (including Saturdays, Sundays and holidays), with additional hours during the busy season.

### **Requirements**

- experience in overseeing staff
- cleaning experience, especially large facilities
- ability to take initiative in addressing situations
- detail-oriented
- outgoing personality for engaging with visitors

### **Qualifications and Skills**

- Standing: 75% to 100% of workday
- Walking: 75% to 100% of workday
- Sitting: 25% of workday
- Balancing: 25% of workday
- Stooping/Kneeling/Crouching: 33% of workday
- Reaching/Working overhead: 34% to 66% of workday
- Climbing Stairs: 34% to 66% of workday
- Pushing/Pulling: Involves carts, hand trucks, mops/vacuum cleaners
- Lifting/Carrying: Materials/supplies/equipment ranging from 2 lbs. to 30 lbs.

## **Benefits and Perks**

- Paid time off
- 403b retirement plan
- Gym membership program
- Commuter Benefit program
- Excellent starting rate