



HELLENIC COLLEGE HOLY CROSS GREEK ORTHODOX SCHOOL OF THEOLOGY

50 Goddard Avenue, Brookline, MA 02445 • (617) 731-3500 • fax (617) 850-1460 • www.hchc.edu

Cleaning Staff Job Description

Need: Full-time cleaners

Report: Positions will report to the Facilities Manager

Where: Dormitories & Classroom building, floater where needed

Daily Responsibilities

Dorm cleaning spaces include: Bathrooms, kitchens, laundry rooms, and break rooms are high-risk areas for bacteria, mold, and pest issues. Daily cleaning is crucial for maintaining compliance and ensuring student health.

Ideally two individuals that complement each other's work and schedule. A two-person dorm team ensures both coverage and a balanced workload.

Deep Cleaning & Preventive Maintenance

Weekly tasks: Refrigerators, vents, upholstery

Monthly tasks: Carpets, grout, pest prevention

Maintain health and safety standards in dorms and admin spaces

Ensure professional presentation for staff, students, and visitors

Support weekly/monthly deep cleaning tasks that protect facilities from costly long-term damage

Requirements:

- Must be able to lift 25lbs
- Intermediate English or higher is preferred, but not necessary.
 - Languages of current staff include Albanian, Greek, and Spanish if English is not strong.
- Successful completion of a criminal background check upon hiring, but prior to commencing employment.

Hellenic College Holy Cross is an equal opportunity employer A diverse workforce and an inclusive culture is valued.

Starting Salary scale

Part-Time Cleaner (Est. 20 hrs/wk): \$25 hourly

Equivalent annual salary: **\$26,000** (no benefits) up to 29 hours

Full-Time Cleaner (40 hrs/wk): \$25 hourly

- Per full-time cleaner: **\$52,000**

Full Time Benefits

- Competitive salary commensurate with experience
- Comprehensive health insurance coverage
- Dental
- Retirement savings plan (e.g., 403(b) with employer matching)
- Life insurance and disability coverage
- Paid time off, including vacation, sick leave, and holidays
- Professional development opportunities and support for continued education
- Access to campus facilities, including gym, library, and dining services

For inquiries, please contact Nicholas Botsolis at nbotsolis@hchc.edu or Fr. Philip with HR at phalikias@hchc.edu

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