Housing Authority of Henry County
Position Available
Housekeeper
Part-time
$17.00/Hr.

Applications will be accepted until position is filled. Duties include cleaning residential common spaces and agency offices. Requires a good work ethic and valid driver's license. Applications may be obtained at the HAHC Office located at 125 N. Chestnut St., Kewanee or at http://www.henrycountyhousing.us. For further details, contact John DeLathouwer, Maintenance Supervisor, at (309) 852-2801 or jdelathouwer@henrycountyhousing.us.

The HAHC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. The HAHC is a Drug Free Workplace.

Housing Authority of Henry County

Job Description

Job Title: Housekeeper		**FLSA Status:**	Non-Exempt
Department: Maintenance		**Reports To:**	Maintenance Supervisor
Updated By: Angela Hathaway		**Prepared Date:**	November 5, 2026

SUMMARY

Under the direction of the Maintenance Supervisor, the Housekeeper cleans the housing authority buildings, in accordance with authority policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

1. Clean offices, lobby areas, and occasionally residential areas according to departmental procedures, to include vacuuming, mopping, removing trash and garbage, washing windows, dusting furniture, filling dispensers, etc.
2. Monitor cleaning supplies, notifying supervisor of low inventories.
3. Complete and maintain all required paperwork, records, documents, etc.
4. Follow and comply with all safety and work rules and regulations. Maintain departmental housekeeping standards.
5. Complete other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Licensed Driver

Ability to safely operate a housing authority fleet vehicle. Must hold a valid driver's license and have a good driving record.

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Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate effectively with other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands. The employee frequently is required to talk or hear. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; human or animal waste, moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions.

The noise level in the work environment is usually moderate.

Employee Acknowledgment _____ Date _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Housing Authority of Henry County

125 N. Chestnut Street, Kewanee, IL 61443
Ph.: (309) 852-2801 Fax: (309) 852-0889

THE HOUSING AUTHORITY OF HENRY COUNTY

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Name:		Date of Application:	
Street Address:	City:	State:	Zip:
Home Phone:		Alternate Phone Number:	
Social Security Number:		Are you 18 years of age or older?	Yes No
Position(s) Applied For:		Date available for work:	
Do you want to work:	Full-Time	Part-Time	Temporary
How did you learn about us?:	Advertisement	Relative	Inquiry
Employment Agency	Friend	Other _____	
Have you ever worked for HAHC previously Yes No If Yes, give dates of employment:			
Do you currently have any relatives employed by HAHC or are a member of the Board of Commissioners? Yes No If yes, list name(s):			

EDUCATION

	Name & Address of School	Course of Study	Years Completed	Diploma/Degree Received
High School				
College				
Technical				
Other				

EMPLOYMENT EXPERIENCE

List your work history for a minimum of FIVE years. Start with the present and work backwards. Include: 1) all full-time jobs, 2) all part-time jobs, 3) all periods of self-employment, and 4) all periods between jobs. When between jobs, enter UNEMPLOYED in the space for "Employer", show the dates, and explain period between jobs.

Are you currently employed? Yes No. If yes, may we contact this employer? Yes No

Employer:	Dates Employed: From: To:
Address:	
Telephone Number:	Duties and Responsibilities:
Supervisor:	
Your Job Title:	
Reason for Leaving:	

Employer:	Dates Employed: From: To:
Address:	
Telephone Number:	Duties and Responsibilities:
Supervisor:	
Your Job Title:	
Reason for Leaving:	

Employer:	Dates Employed: From: To:
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Employer:	Dates Employed: From: To:
Address:	
Telephone Number:	Duties and Responsibilities:
Supervisor:	
Your Job Title:	
Reason for Leaving:	

If you need additional space, please continue on a separate sheet of paper.

SPECIALIZED SKILLS

Summarize special job-related skills or qualifications acquired from employment or volunteer experiences.

List professional, business, or civic activities and offices held. *You may exclude membership which would reveal gender, religion, national origin, age, ancestry, disability or other protected status.*

Describe any military training, apprenticeship or vocational skills training you have received.

State any additional information you feel may be helpful to us in considering your application.

REFERENCES

Name:	**Street Address:**
City:	**State/Zip:**
Relationship:	**Years known:**

Name:	**Street Address:**
City:	**State/Zip:**
Relationship:	**Years known:**

Name:	**Street Address:**
City:	**State/Zip:**
Relationship:	**Years known:**

Please read carefully before signing this form

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.

2. I authorize the Housing Authority of Henry County to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.

3. I understand that upon receiving a job offer, a pre-employment drug screen may be required. (Note: If this is a job requirement, you will be notified).

4. Regardless of whether or not I become employed by the housing authority, I recognize that this application will remain active for only ninety (90) days and should not be considered a contract of employment. I understand that employment at the housing authority is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the housing authority's, unless specifically provided otherwise in a written employment contract. I further understand that no housing authority employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the housing authority and then only by means of a signed, written document.

_____ _____

Signature of Applicant Date

PLEASE RETURN APPLICATION (completed in its entirety) TO:

The Housing Authority of Henry County
125 North Chestnut Street
Kewanee, IL 61443

By mail or in the entryway dropbox

Or

You may drop it in the Fairview Administration building dropbox located at 100 Fairview Junction, Kewanee

Or

You may scan and email application to Nat Smith, CEO:

nsmith@henrycountyhousing.us

FOR MORE INFORMATION REGARDING APPLICATION PROCEDURES

PLEASE CALL

(309) 852-2801