



**GILDA'S  
CLUB  
GRAND  
RAPIDS**

An Affiliate of the  
**CANCER SUPPORT COMMUNITY**

**BOARD OF DIRECTORS**

Michael Bohnsack  
Danielle Brown  
David Brown  
Brad Comment  
Catherine Cooper  
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James Peacock III  
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**PRESIDENT**

Wendy J. Wigger

**Gilda's Club Grand Rapids  
Position Overview**

**Employee:** OPEN  
**Position:** Housekeeping Staff – Grand Rapids Clubhouse  
**Reports to:** Building and Grounds Manager  
**Classification:** Part-time, hourly (4-5 hours per day)  
**Last Revised:** October 2022

**Position Requirements/Qualifications:**

- Must be able to work either late evenings or early mornings Mon-Fri (4-5 hours each day)
- Work experience in housekeeping/custodial field.
- Ability to multi-task and have an eye for details.
- People/team orientation and outstanding ability to connect with others, convey sensitivity, and show empathy, compassion, warmth, and grace.

**Personal Characteristics Required:**

- Hard, energetic and self-motivated worker who is organized, detail oriented and able to multitask.
- Individual that is committed to upholding and inspiring high standards of cleanliness.
- Motivated self-starter of integrity who is committed to service and excellence.
- Team player who is positive, flexible, and able to complement the team of staff and volunteers currently in place.
- Emotionally mature, self-confident individual with sound judgment and a sense of humor.
- Possesses compassion for people living with cancer and has the capacity to discuss cancer and grief as a part of life either with members and/or volunteers.

**Physical and Mental Requirements include being able to:**

- Lift up to 35 pounds and help carry, move and re-arrange furniture with ease as needed.
- Assist with general housekeeping and maintenance items; including hauling garbage to the dumpster, removing bags of beverage cans, etc.
- Show proof of a valid vehicle license.
- Successfully handle the social and emotional demands of the job.

**Position Overview:**

The Housekeeping Staff member is responsible for cleaning and maintaining the interior of the Clubhouse, ensuring that the environment is clean, safe and inviting for members, volunteers, visitors and staff. As an employed member of the Gilda's Club Grand Rapids Team, employee will be responsible for working with all members of the team to develop and maintain a clean, supportive, communicative, and productive environment.

**GRAND RAPIDS  
CLUBHOUSE**

1806 Bridge St. NW  
Grand Rapids, MI 49504

**LOWELL CLUBHOUSE**

314 South Hudson St.  
Lowell, MI 49331

**IN THIS TOGETHER.  
LEARN. SHARE. LAUGH.**

616.453.8300  
gildasclubgr.org  
info@gildasclubgr.org



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**Position Responsibilities:**

The position's responsibilities will include, but will not be limited to, the following job functions:

General:

- Support in the monitoring and report any safety or maintenance issues to the Building and Grounds Manager
- Partner with other team members to coordinate/monitor the team works effectively to ensure a clean and productive environment (e.g., on-site storage areas are organized and purged as needed)
- Anticipate needs for on-going Clubhouse function and order as necessary (e.g., stocking of paper items, cleaning supplies, other)
- Regularly pass through common areas during work shift to ensure that areas are kept clean and organized.
- Work with Building and Grounds Manager as needed to coordinate set-up needs for groups using the Clubhouse.
- Maintain inventory of closets in conjunction with Building & Grounds Manager.
- Coordinate with volunteers as needed to support cleaning projects

Weekly tasks include but are not limited to:

- Sanitize tables and chairs
- Sweep and steam mop all floors
- Dust house, shelves, artifacts, lamps
- Dust baseboards and vacuum around corners of rooms, furniture, etc.
- Vacuum Carpet and rugs
- Disinfect and clean bathrooms
- Disinfect kitchen and back area
- Load and start dishwashers, unload if not done by other staff
- Empty trashes
- Make sure that parlor monitors are turned on and ready to use daily
- Sweep parlor and employee entryways as needed
- Check refrigerators in main kitchen, butler pantry & employee lounge for old food items that need to be thrown out (especially on Fridays).
- Tend to messes and maintain on overall calm, clean and welcoming environment for members
- Assist in organizing and putting away in-kind donations received

Monthly tasks include but are not limited to:

- Remove spots on the carpet
- Wash out refrigerators
- Assist in straightening up/organizing closets
- Clean off walls (magic eraser – spot check)
- Purchase supplies as needed (paper towel, coffee, toilet paper, hand soap, etc.)
- Deep clean rooms/areas on rotating basis
- Tidy up and disinfect parlor desk area, parlor, kiosks

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- Disinfect toys
- Cleaning windows

**General and Team Culture Support**

1. Employees are expected to reflect positively the mission and good work of Gilda's Club.
2. Contribute to the unique environment and culture established by the Gilda's Club staff for the Gilda's Club membership when in the Clubhouse and externally in the community when working in this position.
3. Work with all members of the Gilda's Club team to develop a supportive, communicative, and productive environment based on the Core Values and Office Standards outlined.
4. Actively participate in team and all-staff meetings, staff team building activities and trainings, and actively foster the Gilda's Club environment as it relates to the "Program and Philosophy" manual, the "Fierce Conversations" model, and the standard of "no gossiping".

This position will demand flexibility, creativity, and adaptability. Position responsibilities may be expanded or re-assigned based on the immediate needs of Gilda's Club Grand Rapids.

Other special tasks may be assigned throughout the year as needed and as weekly time permits.

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