Ojai Valley School
Job Description

JOB TITLE: **Housekeeping, Upper Campus**

Exempt (Y/N): No
Shift: Days with variations
Date: 10/23/2026
Approved By: Craig Floyd

Salary: $18.00-$20.00/hr
Location: Upper Campus
Supervisor: Campus Director(s)
Department: Faculty 42

Ojai Valley School is a pre-kindergarten to grade 12 boarding and day school located on two campuses in Ojai, California. The Lower Campus serves students in grades PK-8 and the Upper Campus serves students in grades 9-12. Since its inception, OVS has held progressive education and character development at the center of its philosophy and practice. “Educating the whole child” is more than a statement of intent. Our academic, residential life, outdoor education programs, and athletics create opportunities for intellectual growth and character development at each level of student maturity. The strength of our program is rooted in integrity, compassion, fairness, responsibility, respect and perseverance.

Summary

Under the direction of the Head of Maintenance for the Upper Campus, primary duties will consist of cleaning classrooms, bathrooms, halls in the school, homes, and dormitories. Such duties are expected but not limited to:

Essential Duties and Responsibilities:

1) **All Rooms/Dormitories/Homes**

- Clean, dust, mop and/or vacuum
- Dust windowsills & ledges.
- Dust louvered doors & mini blinds.
- Dust picture frames, lamps, & knickknacks.
- Cobwebs removed and ceiling fan dusted.
- Dust furniture - woodwork, shelves, baseboards, and desks. Do not remove paperwork or items stacked on desks. Dust around them.
- Vacuum carpets or wash floors.
- Empty and clean wastebaskets. Replace wastebasket liners.
- Change bed linen if supplied.

2) **Bathrooms**

- Clean, sanitize and deodorize.
- Clean, scrub and sanitize showers & bathtubs, vanities, sinks, and backslashes.
- Clean mirrors.
- Clean and sanitize toilets.
- Polish chrome.
- Wash floors & tile walls.
- Make sure all paper goods are fully stocked.

3) **Kitchens/Halls**

- Clean appliances, counters, cabinets, table, & chairs.
- Clean, scrub and sanitize sinks
- Countertops & backslashes cleaned and sanitized.
- Clean range top.
- Top of refrigerator & appliance exteriors cleaned.
- Clean inside & outside of microwave ovens.
- Wash the floor.

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

Education and/or Experience: Highschool education; or up to six months to one-year related experience and/or training; or equivalent combination of education and experience

Certificates, Licenses, Registrations: California driver's license preferred; current CPR and First Aid certification preferred, California Teaching Credential preferred.

Mathematical and Reasoning Skills: Ability to add, subtract, multiply, and divide in all units of measure, and the ability to calculate grades. Ability to define problems, collect data, establish facts, and draw valid conclusions.

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 accommodation 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 talk or hear and taste or smell. The employee is occasionally required to stand, walk for long hours; be okay with bending, squatting, kneeling and climbing; sit; use hands and fingers a lot to handle, grab or feel objects, tools, or controls; reach with hands and arms; and climb or balance on uneven ground or while carrying things. Be able to go up and down ladders or stairs; The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, wear safety gear like gloves, goggles, helmets etc.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions that are hot, cold, loud, dusty and/or wet. The noise level in the work environment is usually moderate.

Ojai Valley School is an equal opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religions, sex, national origin, disability or veteran status. To submit your resume, or for further assistance or information, please contact Morgan Turek at ovsjobs@ovs.org.