Housekeeper

Job Description

Reports to:  Housekeeping Supervisor

JOB SUMMARY: The Housekeeper is responsible for cleaning an assigned number of apartments, designated common areas, and assisting, as needed, with laundry processing, supplies preparation and housekeeping cart readiness.

PRIMARY RESPONSIBILITIES:

Housekeeping
1. Clean all common areas, offices, employee break room and public restrooms according to schedule. Follow standards and guidelines to ensure a clean environment, resident safety (report hazards or needed repairs), and prevention of cross contamination. This includes, but is not limited to:
   • Vacuuming all carpeted areas and upholstered furniture (according to schedule)
   • Dusting all furniture, common area items, handrails, and hanging pictures
   • High dusting for cobwebs according to schedule
   • Cleaning all glass surfaces
   • Cleaning doors, doorways, and walls of fingerprints or other dirt
   • Cleaning and disinfecting common areas and bathrooms
   • Mopping common areas and bathroom floors, changing mop head according to schedule
   • Cleaning and disinfecting soiled utility closets according to schedule
   • Cleaning and organizing laundry areas and storage closets according to schedule
2. Clean resident’s room/apartment according to schedule. Follow standards and guidelines to ensure a clean environment, resident safety (report hazards or needed repairs), and prevention of cross contamination. This includes but is not limited to:
   • All duties noted above, plus;
   • Defrosting refrigerators and cleaning microwaves
   • Cleaning interior windows according to schedule
   • Cleaning and disinfecting all resident bathrooms
   • Wiping down spills on walls and cove base
   • Wiping down face of kitchen and bathroom cupboards, according to schedule
3. Carry out other duties as assigned by supervisor.

Laundry (if applicable)
1. Wash and dry soiled resident laundry and community linens as assigned.
2. Deliver resident garments back to the appropriate owner.
3. Take appropriate measures to prevent cross contamination and the spread of infection.
4. Take appropriate measures to protect self from exposure to bloodborne pathogens or chemical exposure through proper use of personal protective equipment.
5. Sanitize equipment between different resident loads or community loads.

QUALIFICATIONS/SPECIFICATIONS:
1. Genuine concern for and ability to work with the elderly.
2. Able to handle complaints graciously.
3. Able to take and follow directions.
4. Participate in training in-services and meetings as required.
5. Must be able to utilize standard precaution knowledge and infection control measures where required.
6. Possess sufficient communication and language (orally and written) skills to perform job duties and communicate with residents, other staff, family members, etc., as needed.
EDUCATION:
High school graduate or GED.

EXPERIENCE:
Prefer six months or more experience performing housekeeping duties in a residential care or hotel setting.

PHYSICAL JOB REQUIREMENTS:
In a typical eight hour day, employee will:

- Stand/walk constantly, punctuated by opportunities to sit at short, varying intervals.
- Sit infrequently.
- Lift ≤10# ≤25# ≥50# ≥100#
- Carry ≤10# ≤25# ≥50# ≥100#
- Push/pull ≤10# ≤25# ≥50# ≥150# (resident wheelchair)
- Bends at waist, knees, hips and spine, frequently while lifting ≥10# but ≤25#.
- Secure proper assistance for transferring and lifting of residents as needed (training required for this task)
- Performs squats on a frequent basis to reach below knee requiring ≥10# but ≤25#.
- Reaches on a constant basis while performing housekeeping functions. May occasionally reach overhead requiring ≤10#, and below waist requiring ≤25#.
- Performs a twist or rotation frequently at the trunk, hips, knees and neck while performing duties requiring ≥10# but ≤25#.
- Vision-must be able to read clearly with or without corrective lenses.
- Hearing-Must be able to hear telephone, audible alarms, bells, and signals related to resident safety, with or without hearing devices.
- Speech/language- must have strong command of the English language sufficient to read, write, and interpret housekeeping/laundry safety information.
- Bloodborne exposure category: Medium-Hepatitis B vaccine offered. Exposure tasks include: Cleaning blood spills, handling waste, handling bed linens, cleaning resident’s surfaces, i.e. toilet, sinks, etc.

Ageia Health Services is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training. We fully comply with our legal duty to provide reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that would affect your ability to perform the essential functions of this job you must let us know prior to accepting the position and as soon as possible should a change occur.

This job description may be changed to include new responsibilities and tasks or change existing ones as Ageia Health Services Management deems necessary.

EMPLOYEE ACKNOWLEDGEMENT:
I have read and I understand the job description in full for the position I am applying. I understand that my employment is at will and thereby understand that the company or I can terminate employment, with or without cause or advance notice.

I am able to fulfill the duties, responsibilities, and requirements of this position as outlined above.

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Page 2 of 3

Housekeeper
Applicant’s/Employee’s Signature

Date