

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Housekeepers

DEPARTMENT: Housekeeping

SUPERVISION: Under supervision of housekeeping supervisor, workers supervised - none.

SALARY: At least minimum wage.

PROMOTIONAL OPPORTUNITIES:

WORK HOURS: Refer to attachment (Housekeeping Hours)

DAY OFF: See attached sample schedule

JOB SUMMARY: To provide a sanitary environment to avoid sources and transmission of infections. To maintain facility in a safe, clean, orderly and attractive manner.

PERFORMANCE REQUIREMENTS:

Responsibilities: Clean resident rooms and service areas as designated within the facility to plan work to insure maximum degree of coordination between residents and all other departments in the facility. Therefore, all efforts of housekeeping must be planned to cause the least possible disturbance to any and all residents.

To provide a clean, sanitary and safe living and/or working condition for each person in the home.

To improve the services rendered to all the areas of the home by improving techniques and procedures, scheduling of work and using safe equipment

To cooperate with all of the other personnel in their department to accomplish the single goal of better resident care.

To be open for suggestions and have good communications with other employees.

MENTAL DEMANDS: Must be mentally alert.

DEXTERITY AND ACCURACY: Must be able to accurately cleaning chemicals.

EQUIPMENT USED: Vacuum cleaner, broom, mop, mop bucket, ladders, carpet extractors, and cleaning brushes.

STANDARDS OF WORK: Maintain facility in a safe, clean, orderly and attractive manner, to maintain a sanitary, comfortable environment.

EXPERIENCE: Not required, on the job training provided.

EDUCATION: Must be able to speak, read, and write English.

KNOWLEDGE AND SKILLS: Must have basic knowledge of use in common housecleaning

equipment, ability to follow directions and ability to plan work.

PHYSICAL REQUIREMENTS: Subject to standing, walking, reaching, pulling, pushing, lifting up to 100#, caring and crouching.

PERSONAL REQUIREMENTS: Male or female, neat and clean, personality desirable for contact with residents, staff and visitors.

RELATIONSHIPS WITH/RESPONSIBILITIES FOR PEOPLE, MACHINERY, AND

MONEY: May come in contact with resident's money, responsible for safety using cleaning equipment and chemicals. Daily contact with residents and staff.