



POSITION TITLE:	Housekeeper – Garden Homes	DEPARTMENT:	Housekeeping
FLSA:	Non-Exempt	SUPERVISOR:	Housekeeping Supervisor
SUPERVISES:	None	Revised:	December 2020

POSITION SUMMARY

Performs housekeeping duties throughout the community in accordance with established guidelines as required in community policy and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Performs cleaning duties according to schedule (daily, weekly, monthly) in assigned areas such as Garden Homes, apartments, common areas, lounges and offices.
- Sweeps, dusts, dust mops, and wet mops all solid surface floors, elevators and stairways; spot cleans and vacuums rugs, carpets and runners.
- Cleans, sanitizes, and polishes toilet, shower, vanity top and sink fixtures.
- Dusts desk and floor lamps, cleans and polishes glass surfaces, woodwork, walls, and windowsills.
- Wash and change flat linen.
- Wipe down and sanitize all flat surfaces in kitchen including sink, stove top and front, countertops, refrigerator and microwave.
- Collects trash from all areas and places in designated location.
- Maintains equipment and materials needed to perform work in a clean and orderly condition.
- Reports any needed repairs to the Housekeeping Supervisor or Designee.
- Reports supply and equipment needs to Housekeeping Supervisor or Designee for replenishing.
- Other duties as assigned by Supervisor.

SUPERVISORY RESPONSIBILITIES

- None

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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educational Requirements and Experience:

- Must express or demonstrate an interest in working with a senior population.
- Must demonstrate a warm, outgoing personality.
- Must interact with guests, residents and staff in a courteous and friendly manner.
- Must be able to read, write and speak English, preferably possessing a high school diploma.
- Must be able to follow instructions.

Knowledge, Skills and Abilities:

- Language Ability:
 - Ability to communicate effectively in writing and speaking the primary language of the residents.
 - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
 - Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Mathematical Skills:
 - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Cognitive Demands:
 - 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.
- Computer Skills:
 - Ability to use Microsoft Windows. Ability to use software to design calendars and signs. Ability to use the Internet.

ENVIRONMENTAL ADAPTABILITY

- Works primarily indoors in a climate-controlled setting
- Possible exposure to unpleasant odors
- Possible exposure to chemicals as identified in the MSDS Manual
- Exposure to residents who may be ill, confused, irritable and irrational

PHYSICAL REQUIREMENTS

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

How much on-the-job time is spent in the following physical activities?
Show the amount of time by checking the appropriate boxes below.

	<u>Amount of Time</u>			
	None	Under 1/3 to 1/3	2/3	Over 2/3
Stand				x
Walk				x
Sit		x		
Use hands to finger, handle, or feel				x
Reach with hands and arms				x
Climb or balance			x	
Stoop or kneel, crouch, or crawl			x	
Talk or hear			x	
Taste or smell			x	

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

	None	<u>Amount of Time</u>		Over 2/3
		Under 1/3 to 1/3	2/3	
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distance and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements