



Job Description Housekeeper

Housekeeper Skills and Qualifications:

Ability to perform physically-demanding tasks, including climbing, standing, kneeling, stooping, bending and lifting. Ability to work with chemicals and solutions. Genuine caring for and interest in elderly and handicapped people.

Reports to: Housekeeping/Maintenance Supervisor

Paid: Hourly

Housekeeper Duties & Responsibilities:

- To clean assigned areas using sanitary and a septic techniques and exercising physical effort including scrubbing, mopping, polishing, dusting and disinfecting with appropriate detergents and other solutions.
- To secure appropriate equipment and supplies to carry out assignments and to use safely according to training, policy and procedure.
- To clean resident bathrooms, bedrooms, utility rooms and showers daily.
- To clean assigned common areas including offices, lounges and public bathrooms.
- To restock paper supplies, soap, etc., as required.
- To clean water fountains, windows and mirrors as assigned.
- To attend promptly to spills or emergency situations.
- To maintain cart and equipment in good repair, reporting promptly any safety or equipment items for supervisory follow-up.
- To insure availability of basic housekeeping supplies (clean mop, e.g.) to nursing staff during off-duty hours.
- To care for floors, change light bulbs, etc., as assigned.
- To comply with the Patient Bill of Rights and the Employee Responsibilities described in the Employee Handbook.
- Do special tasks assigned by Administrator.