



Position Description

Position Title:	Housekeeping Aide		
Department:	Housekeeping	Reports To:	Team Leader of Housekeeping
Classification:	Non-Exempt	Revision Date:	August 2018

Position Overview

Housekeeping:

Ensures the cleanliness and sanitation of all assigned areas (Common Areas, Resident Units and Health Services Center with cross training in all areas). Uses recommended cleaning techniques, equipment, materials and safety equipment. Performs laundry duties as assigned in order to ensure total coverage for the Housekeeping Department.

Principle Duties and Responsibilities

Housekeeping:

1. Performs area and unit cleaning including but not limited to dusting, vacuuming, washing floors, walls, light fixtures, handrails, appliances, cabinetry, windows, and vents.
2. Must follow manufacturer's specifications for each type of laminate flooring.
3. Uses supplies and cleaning materials appropriately.
4. Keeps all work areas neat and safe.
5. Ensures proper care and maintenance of equipment.
6. Communicates with residents, families and staff and maintains a relationship that is helpful, tactful and responsive to their needs.

Competencies

- Relational and Emotional Intelligence
- Resident focus / Resident Rights
- QAPI
- Emergency Procedures
- Infection Control
- Interpersonal skills
- Thoroughness
- Time Management
- Outstanding customer service skills
- Collaboration and teamwork skills
- Discretion

- Ethical practice

Qualifications and Skills

- High School education preferred.
- Institutional housekeeping preferred, but not required.
- Must be trained in manufacturer's specifications for care of laminate flooring within 30 days of employment.
- Must have the ability to read, write and following written and oral instructions.
- Some holidays and every other weekend required.
- Treat all personal information regarding employees or residents of Havenwood Heritage Heights as strictly confidential.

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. Must have the ability to lift up to 35 lbs. without assistance, push equipment up to 40 lbs. Must be able to reach 6 feet up and have a 3-foot range of motion in all directions and bend to the floor.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.