



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.

Compliance Statement:

Complies with all company policies. Reports instances of wrong doing, illegal and unethical behavior that occur at Havenwood Heritage Heights promptly to the Vice President of Human Resources or the President/CEO.

Principle Duties and Responsibilities

Safety:

1. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and Havenwood Heritage Heights' safety policies and rules. Must be willing to report safety violations and potential safety violations to the appropriate supervisory or management personnel.
2. Attends all mandatory in-services.
3. Wears all appropriate protective equipment (PPE) if and when in a situation that such equipment is warranted.
4. Uses proper body mechanics at all times.
5. Wears seatbelts when involved in all HHH related travel.
6. Complies with, supports and enforces Havenwood Heritage Heights' policies involving all safety procedures to also include the proper use of body mechanics, mechanical lifts and infection control.

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.

Protection of HHH Assets and Resources

Havenwood Heritage Heights’ assets are to be used for your job and should be protected. Company assets are meant for business and not personal use. We all have a responsibility to protect and safeguard company assets from loss, theft, misuse, and waste.

These assets include, but are not limited to; the Havenwood Heritage Heights name, company provided credit cards, our various computers, laptops, cell phones, and ancillary equipment; software and software licenses, copy machines and other office equipment, electronic media, and technology.

You should use company assets and funds for legitimate and authorized business purposes. Company property should never be used for personal gain, and you should not allow Company property to be used for illegal activities. If you become aware of theft, misuse or waste of our assets or funds or have any questions about your proper use of them, you should feel free to speak with the Human Resources department. Misappropriation of Company assets is a breach of your duty to the Company and may be an act of fraud against the Company. Taking company property from our facilities without permission is regarded as theft and could result in the termination of your employment. In addition, carelessness or waste of Company assets may also be a breach of your duty to the Company and could result in dismissal. All Company Assets are to be delivered to the Company promptly when your employment ceases, or at any other time that the Company requests.

Signature

I have read the job description and understand all of the requirements, functions and duties of the position.

Signature: _____

Date: _____