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| **Community:** | Garden Spot Village |
| **Department:** | Housekeeping |
| **Reports to:** | Housekeeping-->Director of Environmental Services |
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| **Overview:** | This position performs housekeeping duties in assigned areas as directed, following established policies, procedures and housekeeping practices. |
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**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Must treat all information about residents, their condition and family as confidential.
* Follows Residents’ Rights policies at all times.
* Comes to work as scheduled and consistently demonstrates dependability and punctuality.
* Consistently works cooperatively with residents' representatives, facility staff, physicians and ancillary service providers.
* Attends all in-services and training sessions relevant to the position.
* Follows housekeeping schedule and assignments.
* Cleans areas according to each facility’s established housekeeping procedures, work flow patterns and routines.
* Wears proper PPE as required by area cleaned.
* Assembles cleaning supplies and equipment. Checks equipment for proper functioning. Organizes work schedule within assigned area.
* Reports structural defects, wear and tear and defects in furnishings to supervisor.
* Reports evidence of pests to supervisor.
* Cleans and maintains housekeeping equipment after each use.
* Complies with infection control, sanitation, and safety regulations.
* Identifies and reports any equipment malfunction to supervisor.
* Assumes Quality Assurance duties as assigned.
* Accepts assigned duties in a cooperative manner.
* Performs other duties and responsibilities as assigned.

**Job Qualifications**

* High School diploma or equivalent desirable.
* Valid driver’s license.
* One to three years of experience in a housekeeping role.
* Knowledge of cleaning supplies and products.
* Ability to perform all tasks including, but not limited to, the following: walking, bending, stooping, twisting, reaching, pulling, pushing, kneeling, crouching, and lifting up to 40 pounds.
* Strong work ethic and desire to do whatever is necessary to get the job done.
* Ability to understand and follow oral and printed instructions.
* Good sense of responsibility and a high degree of personal hygiene and cleanliness.
* Must treat residents with kindness, cheerfulness and respect.
* Must be willing to train and participate in ongoing staff development programs.

**Equipment to be Used**

* Vacuum cleaner, wet mop, bucket and wringer, housekeeping cart.

**Working Conditions**

* Assumes weekend duties on a rotating basis with other housekeeping team members.
* Must work scheduled holidays.

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date