

DELLWOOD GARDENS

POSITION DESCRIPTION

Position: Housekeeper
Department: Environmental Services
Supervisor: Environmental Services Lead

Primary Purpose:

Perform custodial and housekeeping tasks at Dellwood Gardens Assisted Living and Memory Care. Maintain the facility in a clean, safe, and sanitary manner. Perform all tasks to assure that the facility reflects a high quality of care and appearance.

Qualifications:

- High school diploma
- Physical ability to perform manual work.
- One year prior cleaning and custodial experience.

Other Specialized Knowledge and Abilities:

This position requires incumbent to have:

- Knowledge of safe cleaning chemicals that are non-allergenic.
- Ability to understand and relate well to senior adults.
- Must be flexible and able to work within a diverse team.

Essential Job Functions & Tasks:

Job Function: Perform housekeeping tasks.

Tasks:

- Clean all resident apartments by sweeping, vacuuming, mopping, scrubbing and dusting, per policy.
- Wipe and polish exterior apartment doors, polish brass doorknobs and other fixtures.
- Empty trash in resident apartments.
- Empty trash in offices.
- Light office cleaning.

Job Function: Perform other support functions and tasks.

Tasks:

- Attend and participate in all staff meetings and keep information confidential as appropriate.
- Maintain a team approach toward all staff and be a strong team member as part of the maintenance staff.
- Perform and assist in other assignments as needed and directed by the Environmental Services Director or the Housing Director.

Position Contacts:

- This position reports to and is supervised by the Environmental Services Director.
- Develop good working relationship with entire on-site staff.

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- Support the Mission of Dellwood Gardens and establish good working relationships with executive staff.
- Establish positive relationships with residents and build confidence and rapport through the activities and services performed.

Working Conditions:

- Exposure to chemicals and cleaning solvents.
- Work within multiple work environments and unsanitary conditions.
- Exposure to illnesses and frailties of residents.
- Subject to frequent interruptions and changes in priorities as urgent needs arise that require immediate attention.
- Works among residents, family members, visitors, and staff in a variety of situations.

Physical Requirements:

General Strength

Medium Work: lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.

Use this scale to rate frequency of occurrence for each variable in tables below.

N = Never	Not part of job requirements
S = Seldom	Not daily, but included 1-3 times per week
O = Occasional	Done intermittently throughout the day or week, but not more than 33% of the day or week.
F = Frequent	Done at longer intervals throughout the day or week, 34%-66 % of the day or week.
C = Continuous	Done without interruption throughout the day or week, 66%-100% of the day or week.

Physical Factors

	Frequency (check one)					Comments (reference essential function)
	N	S	O	F	C	
1. Standing					✓	
2. Walking a. on uneven ground			✓		✓	
3. Sitting		✓				
4. Pushing Force				✓		Lbs. 500 Distance: 50 yards
5. Pulling Force				✓		Lbs. 500 Distance:50 yards

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6. Lifting (heaviest weight) a. from floor b. from table c. overhead		✓ ✓ ✓				Lbs. Lbs. 50 Lbs. 50 Lbs. 50	
7. Carrying				✓		Lbs. 50 Distance: 600 feet	
8. Climbing a. stairs b. ladders c. scaffolds		✓ ✓ ✓					
9. Balancing a. narrow surfaces b. slippery surfaces c. moving surfaces		✓ ✓ ✓					
10. Stooping/bending				✓			
11. Kneeling			✓				
12. Crouching/squatting				✓			
13. Twisting/turning				✓			
14. Crawling		✓					
15. Restraining	✓						
16. Reaching a. above shoulder b. below shoulder c. at shoulder				✓ ✓ ✓			
17. Neck motions a. static positions b. flexion c. extension d. rotation				✓ ✓ ✓ ✓			
18. Controls					✓	Hand-Arm	Foot-Leg
19. Handling a. simple grasping b. firm grasping c. pushing and pulling					✓ ✓ ✓	One Hand One Hand One Hand	Two Hands Two Hands Two Hands

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20. Fingering a. fine manipulation b. writing c. keying/typing					✓ ✓ ✓	
21. Driving a vehicle	✓					
22. Other physical demands (describe)						

Sensory Factors

	Frequency (check one)					Comments (reference essential function)
	N	S	O	F	C	
1. Feeling/touching					✓	
2. Talking			✓			
3. Hearing					✓	
4. Smelling		✓				
5. Seeing a. near vision (reading) b. near vision (20 inches or less) c. far vision (20 feet or more)					✓ ✓ ✓	
6. Other (specify)						

Environmental Conditions

	Frequency (check one)					Comments (reference essential function)
	N	S	O	F	C	
1. Work setting a. inside b. outside			✓		✓	varies, seasonal
2. Extreme cold			✓			
3. Extreme heat			✓			

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4. Wet and/or humid			✓			
5. Exposure to blood		✓				
6. Exposure to body fluids		✓				
7. Exposure to infectious disease			✓			
8. Loud noises		✓				
9. Vibrations		✓				tools
10. Atmospheric conditions a. fumes/odors b. poor ventilation c. grease/oil d. dust e. gases f. other			✓ ✓ ✓ ✓ ✓ ✓			
11. Moving mechanical parts			✓			
12. Radiation		✓				
13. Caustic chemicals (describe/list) a. Boiler chemicals b. Asbestos c.		✓ ✓				
14. Latex products				✓		
15. Wearing respirator		✓				
16. Exposure to poisonous plant		✓				
17. Exposure to insect/animal			✓			
18. Other (describe below) a. b. c. d.						

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Mental Requirements

Do the essential job functions require the ability to do any of the following on a **regular** basis?
Check the appropriate box for each item and describe as applicable.

	Yes	No	Comments (provide description)
1. Resident/public contact: indicate percent of time of the work week	✓		100% staff, residents, vendors
2. Reading: describe level (e.g., technical, grade level of materials used, etc.)	✓		manuals, MSDS, work orders
3. Writing: written communications required	✓		Work order completion
4. Simple arithmetic problems		✓	Ordering, purchasing
5. Mathematics: calculations requiring formulas		✓	Carpentry, plumbing, etc.
6. Weighing and/or measuring: precise and accurate		✓	Carpentry projects
7. Attentiveness duration: maintaining constant alertness	✓		Attend to repairs, drive
8. Attentiveness intensity: concentration required for accuracy	✓		Awareness of projects
9. Short-term memory recall 2-3 days	✓		Maintenance projects
10. Long-term memory recall from past education or event	✓		Maintenance projects
11. Directing, controlling or planning activities of others		✓	
12. Transferring knowledge to unique situations: complex problem solving	✓		Projects
13. Influencing people in their opinions, attitudes and judgments		✓	
14. Performing multiple tasks concurrently	✓		Regularly
15. Showing capacity for self-expression: feedback, teamwork	✓		With supervisor and staff
16. Working alone or apart, in physical isolation, from others	✓		
17. Attaining precise set limits, tolerances and standards	✓		Policies and procedures
18. Working under unusual time constraints or set productivity standards	✓		Emergencies and repairs

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19. Shift work other than day hours or variable start times		✓	On-call emergencies
20. Ability to problem solve: simple data gathering, selecting from known options	✓		Decisions regarding repairs

This job description is not an exhaustive list of all skills, responsibilities, or efforts associated with a job. They reflect principal job elements essential for performing the job and evaluating performance.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Housekeeper

I, _____, have read and fully understand the above responsibilities of this position as described in this job description. I accept the responsibility and meet the requirements as stated herein.

Housekeeper Signature

Date

Supervisor Signature

Date