



HOUSEKEEPING AIDE

REPORTS TO: Environmental Services Director

POSITION: Responsible for cleaning functions in all Resident Care Areas, Common Areas, Office Areas, Laundry Service Area.

POSITION QUALIFICATIONS:

- High school diploma or equivalent.
- Ability to follow written and oral instructions.
- Must be able to read, write and speak fluent English.
- Regular attendance is required.

PHYSICAL REQUIREMENTS:

- Walking: 7 or more hours/day
- Lifting: 25-50 lbs good body mechanics or 10-25 lbs improper body mechanics
- Twisting: Moderate: 121-480 twists/day
- Bending: Frequent bending: 481 or greater bends/day
- Squat/Kneel: 3-7 hours/day
- Endurance: Moderate energy requirements (5-7 mets)
- Wrist Position: Extensive deviation
- Pinching: Moderate: 121-480 pinches/day
- Hand/Wrist Reps: Frequent: 2881 or more

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Cleaning

- Perform all aspects of resident room cleaning including mopping, dusting, wash bed, hang drapery, wash window and sills, make beds, vacuuming, sweeping floor, empty trash cans, replacing supplies.
- Maintain and clean Nurses Stations, utility rooms, and common areas including public restrooms, lounges, entrances to building, stairwells, locker room, chapels, dining rooms, recreation room, exercise room, Physical Therapy.

Safety and Sanitation

- Demonstrates knowledge of emergency policies and procedures.
- Performs all duties in a safe and efficient manner; assures that safety regulations are followed at all times by all staff.

Customer Service

- Interacts with residents, families, staff, and other visitors to the center in a pleasant, respectful, and courteous manner.
- Acts as a positive representative of the facility at all times.
- Performs incidental housekeeping and maintenance tasks as may arise during the course of regular duties, in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.
- Responds to any and all call lights within 5 minutes.

Residents Rights

- Provides privacy and maintains the confidentiality of all resident care information.
- Ensures care and security of residents' personal possessions.
- Reports all complaints and grievance made by residents, family members, and visitors to the supervisor.
- Ensures that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

In-Service Education

- Attends all in-service education programs mandated by federal, state, and company guidelines.
- Participates and assists in departmental meetings and projects as assigned.

Miscellaneous

- All other duties as assigned by the supervisor.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities.

To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

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

I have read this position description and fully understand the requirements. I accept the position of Housekeeping Aide and agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of Luther Manor Communities.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself.

Date

Signature

Print Name