



Housekeeper Job Description

Reports To: Housekeeping and Laundry Director

Summary of Job Responsibilities: Cleans assigned areas. Ensure resident apartments, vacant apartments and common areas are maintained and clean.

Primary Job Responsibilities:

1. Clean common areas as scheduled.
2. Clean apartments as scheduled and assigned.
3. Do residents' laundry as scheduled by supervisor.
4. Report concerns or observations about residents to supervisor.
5. Ensure a safe living environment for residents.
6. Maintain an accurate record of chargeable services (cleaning, personal laundry, etc.) and submit to supervisor.
7. Wash windows in public areas as needed.
8. Clean public restrooms daily and when scheduled.
9. Clean empty apartments on a weekly basis.
10. Deep clean empty apartments to prepare for new move-ins.
11. Clean all hallways and common areas to include dusting and vacuuming to ensure the community always looks clean.
12. Maintain outside entryway. Sweep, clean and mop as needed.
13. Clean all laundry rooms, breakroom, elevators and residential hallways as assigned.
14. Carry out other duties as assigned.

Performance Expectations:

1. Carry out all policies and procedures of Springbrooke Senior Living.
2. Report any on-the-job injuries to your supervisor before the end of the work shift on the day the injury occurs.



3. Practice safety in working with and around equipment, to include using the proper PPE when using chemicals or cleaning "BIO waste".
4. Build constructive working relationships with employees, residents, families and visitors.
5. Uphold all confidentiality policies as they apply to residents, prospective residents, community operations and employees.
6. Promote Springbrooke in a favorable way.
7. Promote teamwork in providing services to residents.

Knowledge Expectations:

1. OSHA regulations.
2. MSDS sheets and procedures.
3. Fire and safety procedures.
4. Infection control policies and procedures.
5. Function and operation of laundry equipment and housekeeping equipment.
6. Proper care and maintenance of laundry and housekeeping equipment.

Working Environment:

1. Heated/Air-conditioned, well-lit community with minimal barriers.
2. Weekend work when scheduled.
3. Lifting, pushing or pulling up to 30 lbs., using proper body mechanics or available equipment.
4. Bending or kneeling to perform cleaning tasks in the community.
5. Lifting arms above head to reach and clean shelves, ledges and windows.
6. Use of chemicals in cleaning.

Requirements:

1. Willingness to learn and perform housekeeping tasks.
2. Mature and friendly approach.



3. Experience in performing housekeeping duties.
4. Demonstrates the ability to speak, read and write English fluently, at a level adequate to ensure comprehension of operating standards and other communications.

Standards:

1. Employees will not work under the influence of illegal drugs or alcohol at any time in accordance with the Drug and Alcohol Policy as outlined in the Employee Handbook.
2. Neat appearance, adherence to dress code and good personal hygiene.

I have read and understand the responsibilities and conditions of my employment in this position. I possess the qualifications indicated and am able to carry out the identified responsibilities with or without reasonable accommodation.

Employee: _____ Date: _____

Supervisor: _____ Date: _____