

## Daisy Hill Job Description

**Title:** Housekeeper

**Reports To:** Resident Services Director

**Work Hours:** 40hrs/wk   **Work Attire:** DH shirt, Black Scrub Pants

**Primary Purpose:** This position is responsible for the cleanliness within the apartments and within the common areas of the house. The Housekeeper is responsible for delivering quality service while maintaining dignity and respect to all residents, family members and co-workers.

**Qualifications/Skilled Needed:** The successful candidate should have janitorial or housekeeping experience. Ability to effectively communicate professionally to residents, families and staff.

Resident Apartments:

- Clean Daily (Resident Apartment Tasks)
  - Pull trash in every apartment, public space and office spaces 10am and 7pm
  - Vacuum high traffic areas of every apartment
  - Wipe down all countertops in every apartment
  - Check and clean if necessary toilets and bathroom floors in every apartment
  - Clean public and employee bathrooms morning and evening
  - Sign off on Housekeeping task sheet upon each completed task
- Deep Clean on a 10 Day Rotation (Resident Apartment Tasks)
  - Vacuum all floors and couch/chair fabric surfaces
  - Wet mop bathroom
  - Clean shower, commode, bathroom sink
  - Clean all mirrors and resident porch door (if applicable)
  - Sanitize all door knobs
  - Clean kitchen sink and counter tops
  - Dust/Clean all furniture surfaces
  - Sanitize remote controls and telephone in room
  - Sign off on Housekeeping task sheet upon each completed deep clean
  - Sign off on Resident task sheet upon each completed deep clean
- Clean Monthly (Resident Apartment Tasks)
  - Wipe down top of refrigerator
  - Dust/Clean all baseboards
  - Dust all pictures/clean glass
  - Wash PTAC unit air filters
  - Vacuum behind/underneath furniture in apartment
  - Sign off on Housekeeping task sheet upon each completed task
- Notify Maintenance, in writing, with regards to maintenance repairs/reports in manual
- Clean and restock cleaning cart, as needed
- Other special duties assigned by Resident Services Director

**Physical Demands:** This position is classified as heavy, requiring exerting 50-100 pounds of force occasionally, and 10-50 lbs of force constantly to lift/move objects. Functional requirements include constant standing & walking. Expect frequent lifting, carrying, pushing, pulling, stopping, bending, turning and stretching. Finger & hand dexterity required. visual & hearing acuity is essential. Ability to understand & carry out written and oral instructions is necessary.