



## **Housekeeping Aide – Full Time**

### **SUMMARY**

Heritage on the Marina is seeking a Housekeeping Aide for their retirement community. The position reports to the Housekeeping Supervisor and will be responsible for careful, thorough and on-going cleaning of resident apartments, skilled nursing, common areas, sitting rooms, locker rooms, restrooms and employee offices. In addition, the Housekeeping Aide must be able to operate the in-house laundry machines, in-house mail and newspaper deliveries, and other duties as assigned. Many of the duties are physical, requiring frequent walking, bending, reaching, lifting, pushing and pulling.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Vacuuming, dusting, mopping, sanitizing resident apartments and rooms, common areas, employee offices and public restrooms
- Emptying trash and recycle cans in all areas throughout the community
- Laundry services including linen and towel changes and washing/drying/folding
- Sanitizing all equipment
- Cleaning shades and blinds in all common areas
- Responsible for reporting unusual conditions found in resident apartments and common areas
- Delivery of in-house mail and small packages
- Participation in fire and disaster drills, including in-service trainings as needed
- Other duties as assigned

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High School education or a minimum of six months related experience or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals in English. Ability to speak effectively to residents and other employees of Heritage on the Marina.

### **REASONING ABILITY**

Ability to apply commonsense and carry out instructions furnished in written, oral, or diagram form. Ability to use good judgment in dealing with people, patience for and understanding of problems associated with aging. Recognizes when confidentiality is required and maintains confidentiality.

### **OTHER SKILLS AND ABILITIES**

Must be personally neat and clean at all times. Must demonstrate kindness, patience and understanding when dealing with older people. Must be able to maintain pleasant, professional manner at all times.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continually required to stand and walk; and continually uses hands and fingers to grasp cleaning equipment such as mops, vacuums, brooms; employee frequently uses shoulders and arms for repetitive activities such as scrubbing and dusting and folding laundry. Employee is frequently required to push and pull equipment such as vacuum cleaners and supply carts and to reach above shoulder level with hands and arms. The employee is occasionally required to stoop, squat, or kneel and to reach while doing this and occasionally required to bend at the waist. Employee is occasionally required to talk or hear and taste or smell. The employee is occasionally required to sit and infrequently to climb or balance. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works with water, soaps, chemical cleaning and laundry products. He or she frequently works near moving mechanical parts and is frequently exposed to fumes or airborne particles, dust and dirt. The employee is occasionally exposed to or may have direct contact with sputum, vomitus, body excretions and toxics including infectious waste. The noise level in the work environment is usually quiet but the housekeeper may be occasionally be around some moderately loud sounds such as vacuums, carpet shampooers.

### **COMMENTS**

**The hours for this position are 10:00am – 6:30pm, Tuesday through Saturday including some holidays and as needed.** This position will also be included in our on-call list to cover illness, vacations or other shifts as needed.