

JOB TITLE:

Housekeeping/Laundry Aide

ACCOUNTABILITY:

Manager

JOB SUMMARY:

Cleaning of all residents' apartments, doing laundry, and cleaning all common areas in the Community.

DUTIES AND RESPONSIBILITIES:

- Deliver weekly housekeeping services and any additional services requested on the residents' ISPs.
- Be responsible for resident and community laundry.
- Be responsible for requisition, inventory, and storage of supplies.
- Use personal protective equipment, as required.
- Must be able to use housekeeping and laundry chemicals.
- Maintain building cleanliness in all areas.
- Be aware of any unsafe conditions and report them to the Manager immediately.
- Write up work orders when maintenance needs arise.
- Respond to smoke and fire alarm systems.
- Answer telephone promptly and courteously.
- Share ideas and comments you feel would benefit the Community.
- Follow all Policies & Procedures and the Employee Handbook.
- Start Blueprint Form, as needed, and give to Marketer for follow up.
- Be a part of the safety team and committees as requested.
- Attend bi-weekly in-services and all mandatory meetings.
- Use proper body mechanics when lifting or pushing.
- Uphold confidentiality and Health Insurance and Portability and Accountability Act (HIPAA) regulations.
- Comply with all state regulations as they apply to Assisted Living.
- Complete incident report forms as necessary for residents, self, or co-workers.
- Use OSHA safety precautions.

CONTACTS:

Manager	Inspectors
Co-workers	Visitors
Residents	Vendors
Residents' families	

REQUIRED SKILLS AND ABILITIES:

- Able to lift between 40 and 50 lbs up to 40 inches
- Able to push the housekeeping cart
- Prolonged standing and walking
- Good communication skills
- Listening skills

- Commitment to the elderly
- Patience and flexibility
- Calm, friendly demeanor
- Ability to work independently and as part of a team
- Compassionate
- Willingness to accept supervision

REQUIRED EDUCATION AND/OR TRAINING:

- High school diploma or GED

PREFERRED EXPERIENCE:

- Experience working with the elderly

On this _____ (day) of _____ (month), _____ (year), I have received, and discussed with my Supervisor, a copy of this Job Description.

I understand this is NOT a contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

All job descriptions are subject to change based on business needs.