

Job Description

Housekeeper

Page 1

Reports to: Environmental Service Director

Date Prepared: 10/2/2008

FLSA Status: Non-exempt

Revision Date: 10/2/2008

Position Supervises: N/A

Basic Purpose of Position: Maintain common rooms, resident rooms and resident laundry on a daily basis as assigned.

Duties and Responsibilities:

- Ability to understand and take oral and written direction
- Read and write clearly
- Operate commercial washer and dryer and cleaning equipment normally associated with position
- Able to bend and reach and work in small areas
- Able to push and pull equipment normally associated with position
- Work in wet, slippery conditions
- Read labels and instructions for all chemicals used in Community and able to use safely
- Stock laundry and cleaning cart with supplies
- Fold linen
- Change beds
- Identify resident linen by labeling unit number on name tags
- Maintain clean laundry room and keep chemicals in orderly fashion
- Execute policies and procedures
- Able to work well under pressure
- Maintain resident confidentiality
- Promote positive attitude that emphasized teamwork
- Demonstrate positive attitude and ability to work well with all people, particularly the elderly
- Be familiar with COLONNADE Policies & Procedures Manual
- Be familiar with COLONNADE Employee Handbook
- Demonstrate willingness to help other staff whenever needed
- Perform other duties as assigned

Qualifications

This position requires one year experience in residential or hotel housekeeping / laundry. Employee must possess a valid First Aid card. Must also be available for weekend coverage and on-call emergency situations on a rotating basis

Physical Demands:

In order to successfully perform the various duties of this job, the employee must frequently be able to stand, stoop and bend; regularly must move at least 50 pounds without assistance, is regularly required to talk and hear, sit, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. Specific vision abilities required for this job include close vision, depth perception and the ability to adjust focus.

Job Description

Housekeeper

Page 2

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

Signatures	
_____	_____
Employee	Date
_____	_____
Supervisor/Manager	Date