

**INTEGRAL SENIOR LIVING
JOB DESCRIPTION**

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| Job Number | Job Title: Housekeeper - CA |
| FLSA Status: Non exempt | Department: Housekeeping |
| Date Reviewed: 4/2015 | Prepared by: |

SUMMARY

The Housekeeper is responsible for cleaning all of the resident apartments, public areas and work areas within the guidelines, policies and procedures of the property, and as may be directed by the Executive Director, Maintenance Director or Housekeeping Supervisor. **Reports to:** Housekeeping Supervisor or Maintenance Director or Executive Director.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities described below are representative of those an employee encounters while performing the basic functions of the position. While every effort has been made to identify the essential functions of the position, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

1. Clean all resident apartments, common areas and offices of the property to assure that the building is clean at all times, including furnishings, fixtures, ledges, room heating/cooling units, bathroom fixtures (bathtubs, toilets, showers, sinks) windows/mirrors, blinds, shutters, etc. in resident apartments; bathroom areas, entrance/exit ways in recreational areas; floors to include sweeping, dusting, damp/wet mopping, stripping, waxing, buffing, disinfecting, etc. (NOTE: Ensure that the appropriate caution/safety signs are properly set up prior to performing such duties); carpets, to include vacuuming, shampooing, deodorizing, and disinfecting; walls and ceilings by washing, wiping, dusting, spot cleaning, disinfecting, deodorizing, etc.; remove dirt, dust, grease, film, etc., from surfaces using proper cleaning and disinfecting solutions; hallways, stairways and elevators; and discard waste/trash into proper containers and reline trash receptacle with plastic liner.
2. Ensure that work/cleaning schedules are followed as closely as practical.
3. Report all hazardous conditions or equipment to the Maintenance Director or Housekeeping Supervisor or Executive Director.
4. Removes trash and paper from all areas inside of facility.

5. Ensure that assigned work areas are maintained in a clean, safe, comfortable and attractive manner and keep work/assignment area free of hazardous objects such as protruding mop/broom handles, unnecessary equipment, supplies, etc.
6. Use appropriate protective equipment and supplies when handling infectious material and/or hazardous waste and/or chemicals.
7. Follow proper techniques when mixing chemicals, disinfectants, and solutions used for cleaning. Refer to manufacturer's instructions when necessary.
8. Follow established policies governing the use of labels and Material Safety Data Sheets (MSDS).
9. Report missing or inappropriately labeled containers of hazardous chemicals to the Maintenance Director or Housekeeping Supervisor or Executive Director.
10. Ensure that established infection control and universal precautions practices are maintained when performing housekeeping procedures and follow established policies governing the use/disposal of personal protective equipment and disposal of infectious wastes.
11. Upon transfer or discharge of resident, cleans bed and all resident furniture, following prescribed technique.
12. Clean and stock cart before placing cart in locked storage room. Ensure all chemicals are inaccessible to residents. Housekeeping cart must be locked when unattended.
13. Take mops and cleaning cloths to laundry at the end of shift.
14. Disinfect main bathtub daily.
15. Attends scheduled in-services.
16. Demonstrate flexibility in work schedule as evidenced by working some Holidays and additional shifts when necessary.
17. Provide support to community's marketing efforts through positive/friendly interaction during all property tours and telephone contact with the public, and as directed by a supervisor.
18. Per State of California regulations, as a "mandated reporter" you must report all known or suspected incidents of resident abuse of dependent adults or elders.
19. Communicate any observed or suspected resident change of condition to a supervisor immediately.
20. Display tact and friendliness when dealing with residents, families and visitors.
21. Maintain a safe and secure environment for all staff, residents and guests, following established safety standards.
22. Encourage teamwork through cooperative interactions with co-workers and other departments.
23. Support a positive and professional image through actions and dress.
24. Performs other duties consistent with the position as assigned by the Maintenance Director and/or Housekeeping Supervisor and/or Executive Director.

MINIMUM QUALIFICATIONS

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| Minimum Age Requirement: | Per Title 22, must be at least 18 years of age. |
| Education: | Ability to speak and read English. |
| Experience: | Prior housekeeping experience preferred. |
| Mathematical Skills: | Not applicable |
| Reasoning Skills: | Ability to follow written and oral directions. |
| Oral/Written Communication Skills | Ability to follow oral and written directions. |
| Equipment Used: | Ability to use standard cleaning equipment, consistent with the position. |
| Physical Effort: | Must be mobile. Other physical requirements as specified by department/function. Good physical health verified by a health screening, including a chest x-ray or an intradermal test result not more than 6 months prior or seven (7) days after employment. |
| Personal Characteristics: | Displays sincere compassion towards older adults. Demonstrates genuine concern for the physical and emotional needs of older people and their families. |
| Working Conditions: | Well-lighted, air conditioned health care environment; dust; air contaminants. |
| Other: (As required by Title 22) | Employee must pass a criminal record clearance prior to beginning work in the community. |

JOB RELATIONSHIPS

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| Supervises: | Not applicable |
| Supervised by: | Housekeeping Supervisor or Maintenance Director or Executive Director |

MENTAL AND PHYSICAL REQUIREMENTS

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|---|-----|---|---|---|
| N/A = Not required in this position O = Occasional: Performed or encountered 1% to 33% of work time F = Frequent: Performed or encountered 34% to 66% of work time C = Constant: Performed or encountered 67% to 100% of work time | N/A | O | F | C |
|---|-----|---|---|---|

| Supervision/ Managing | | | | |
|------------------------------------|---|--|--|---|
| Supervising | X | | | |
| Managing | X | | | |
| Work Setting | | | | |
| Sitting for long periods | X | | | |
| Operating standard office machines | X | | | |
| Operating computer | X | | | |
| Moving freely about property | | | | X |
| Answering/using telephones | X | | | |

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|---|-----|---|---|---|
| Stock Handling Examples of Weights Lifted and Frequency | | | | |
| A ream of paper or less (5 pounds) | | | X | |
| A small record storage box (5-20 pounds) | | | X | |
| A case of bottles (20-30 pounds) | | X | | |
| Furniture, bales, crates, drums (80 pounds or more) | | X | | |
| Resident Care | | | | |
| Pushing wheelchair | | X | | |
| Turning residents | X | | | |
| Helping residents walk | | X | | |
| Lifting residents | X | | | |
| Helping residents sit up | | X | | |
| Mobility | | | | |
| Walking | | | | X |
| Standing | | | | X |
| Bending | | | X | |
| Climbing | | X | | |
| Crawling | | X | | |
| Visual Requirements | | | | |
| Overall vision | | | X | |
| Color perceptions | | X | | |
| Depth perceptions | | | X | |
| Reading/close up work | | X | | |
| Field of vision/peripheral | | | X | |
| Dexterity | | | | |
| Handling | | | X | |
| Reaching | | | X | |
| Grasping | | | X | |
| Fingering | | | X | |
| Feeling | | | X | |
| Hearing/Talking | | | | |
| Hearing normal speech | | | X | |
| Hearing on the telephone | | X | | |
| Hearing faint sounds | | X | | |
| Talking in person | | | X | |
| Talking on the telephone | | X | | |

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|---|-----|---|---|---|
| Calculating/Interpreting | | | | |
| Calculating | X | | | |
| Comparing | X | | | |
| Editing | X | | | |
| Evaluating | X | | | |
| Interpreting | X | | | |
| Organizing/Planning | | | | |
| Organizing | X | | | |
| Consulting | X | | | |
| Analyzing | X | | | |
| Planning | X | | | |
| Designing | X | | | |
| Documenting/Implementing | | | | |
| Documenting | X | | | |
| Specifying | X | | | |
| Coordinating | X | | | |
| Implementing | X | | | |
| Presenting | X | | | |
| Emotional/Psychological Factors - Exposure to | | | | |
| Stressful situations | | | X | |
| Trauma, grief, death | | X | | |
| Public contact | | | X | |
| Decision making | | X | | |
| Concentration | | | X | |
| Environmental Conditions | | | | |
| Noise | | | X | |
| Dirt, dust, smoke, fumes | | X | | |
| Cold, heat (indoors) | | X | | |
| Cold, heat (outdoors) | X | | | |
| Blood-Borne pathogens | | X | | |
| Additional Requirements to the Position (List) | | | | |
| Compliance with the Property's Exposure Control Plan. | | | | X |
| Compliance with the Property's Blood Borne Pathogens Standard. | | | | X |
| Compliance with the Property and Department's safety and emergency procedures. | | | | X |
| Responsible for resolving, reporting, and anticipating potentially hazardous conditions. | | | | X |

STATEMENT OF UNDERSTANDING

I have read this job description and fully understand the requirements outlined above. I accept the position of Housekeeper and agree to perform the identified essential functions in a safe manner and in accordance with the company's established procedures. I understand that my employment is at-will, and thereby understand that my employment may be terminated by the company or myself at any time, for any reason or no reason. I further understand that nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Employee Name: _____ Date: _____

Employee Signature: _____