

**JULY 18, 2016**

**TITLE:** Housekeeping Attendant

**DEPARTMENT:** Environmental Services

**SUPERVISOR:** Housekeeping/Laundry Lead

**SHIFT:** 1<sup>st</sup> shift

Full time 40 hours/week

**LOCATION:** RiverWoods

Every 3<sup>rd</sup> weekend/holiday or as scheduled

**BRIEF DESCRIPTION:** Responsible for the performance of general housekeeping duties in accordance with federal, state and local regulations.

**PRIMARY RESPONSIBILITIES:**

- Cleans assigned areas of Albright Care Services, Pharmacy, Slifer House, Ridgecrest and RiverWoods on a daily, weekly, monthly, and yearly basis..
- Uses proper cleaning techniques and procedures to prevent the spread of infections and disease.
- Has knowledge of cleaning chemicals and their use.
- Responsible to remove garbage from assigned area.
- Replenishes paper supplies and hand soap.
- Washes /dusts mini blinds as needed.
- Removes soiled spots in carpeting.
- Washes interior/exterior of windows as assigned.
- Keeps work station and equipment neat and clean.
- Maintains an adequate amount of cleaning supplies and paper products in housekeeping closet and on cart. Orders supplies as needed.
- Notifies Maintenance and/or Supervisor of any work requisitions needed.
- Practices good safety habits.

**QUALIFICATIONS:**

- High school graduate or equivalent in training and experience.
- Possesses a genuine concern for the elderly and handicapped.
- Ability to communicate effectively with staff, residents and visitors.
- Ability to learn cleaning procedures and effectively use all cleaning equipment.
- Possess a record of good attendance.
- Must be able to pass a physical examination within state and federal guidelines.

**PHYSICAL DEMANDS:**

- Stand 90% and walk 10%.
- Must be able to lift and carry objects up to 35 pounds and push/pull weights up to 200 pounds.
- Visual acuity to perform job tasks and maintain equipment.
- Ability to climb ladders and work in high places.
- Ability to understand written and oral instructions.