

Let Your Life Shine ✱
**NORMANDIE
RIDGE**
ALBRIGHT CARE-SERVICES
Celebrating 100 Years ✱ 1916 - 2016

POSITION
51-87(16)

JULY 15, 2016

TITLE: Project Housekeeper

DEPARTMENT: Environmental Services

SUPERVISOR: Dir. of Environmental Services

SHIFT: 10:45pm – 7:15am

Full time 40 hours/week

LOCATION: Normandie Ridge

Weekends/holidays as needed

BRIEF DESCRIPTION: Responsible for the performance of heavy housekeeping duties in the Facility.

PRIMARY RESPONSIBILITIES:

- Spot cleans the carpeting throughout the Facility on a routine basis using the Steamex machine.
- Assists housekeepers in moving heavy furniture or equipment in order to clean the rooms.
- Cleans lighting fixtures, windows and other high areas that require the use of a ladder.
- Maintains equipment and machines in a clean, working order.
- Responsible for morning and afternoon pickup of soiled linen and garbage.
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- Responsible for delivering supplies to the wings Monday and Thursday mornings.
- Responsible for putting supplies on shelves and checking Purchase Orders when orders come in.
- Responsible for replacing the 5 gallon pails of laundry detergent, softener, and bleach as needed.
- Maintains a courteous, professional relationship with all other organization staff.

QUALIFICATIONS:

- High School graduate or equivalent in training and experience.
- Possesses a genuine concern for the elderly and handicapped.
- Ability to learn cleaning procedures and effectively use all cleaning equipment.
- Ability to work in an unsupervised setting.
- Ability to lift and carry objects weighing up to 50 lbs.
- 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.
- Ability to move heavy objects and furniture.
- Possesses a record of good attendance.
- Must be able to pass a physical examination within State and Federal guidelines.

PHYSICAL DEMANDS:

- Chance of strains from lifting, pushing and pulling.
- Chance of exposure to communicable diseases
- Walks 60% and stands 40%.