

# NORMANDIE RIDGE

an Albright Care Services Retirement Living Community

**POSITION**  
51-128(17)

**NOVEMBER 3, 2017**

**TITLE:** Housekeeper

**DEPARTMENT:** Environmental Services

**SUPERVISOR:** Housekeeping Manager

**SHIFT:** 7:00am – 3:30pm

Full time 40 hours/week

**LOCATION:** Normandie Ridge

Every third weekend/holiday

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

**PRIMARY RESPONSIBILITIES:**

- Cleans resident's rooms and lavatories on a daily basis.
- Sanitizes resident rooms and furnishings in preparation for new admission to the Facility.
- Cleans hallways, lounges and other areas of the Facility as assigned.
- Empties wastebaskets in assigned work areas and disposes of trash.
- Replenishes supplies in cleaning carts in designated time allotted.
- Maintains equipment in a clean and orderly manner.
- Helps conduct a bi-yearly linen inventory of the Facility.
- Advises the Environmental Services Supervisor of any potential or actual problem which may jeopardize Albright Care Services.
- Maintains a courteous, professional relationship with all other organization staff.

**QUALIFICATIONS:**

- High School graduate or its equivalent in training and experience.
- Ability to learn all cleaning procedures and use all cleaning equipment.
- Ability to lift up to 65 lbs. and carry up to 30 lbs.
- A genuine concern and interest in the elderly and handicapped.
- Ability to communicate effectively with staff, residents and visitors.
- Manual Dexterity to handle cleaning equipment.
- Visual acuity to perform required cleaning tasks
- Aural ability to receive directions and listen to requests of residents
- 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.
- Stands 10% and walks 90%