



GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION
Grace Management,
Inc.

Position: Housekeeper

Reports to: Executive Director

Summary of Duties

This position responsible for the cleaning of all common spaces and resident rooms. Must have the ability to follow proper procedures and practices. Must have a natural affinity for seniors and a genuine concern for their well-being. Must be able to assess changes in residents and communicate the changes to management.

Essential Functions

- Follow established performance standards and perform duties according to policies and procedures
- Dust wall vents, handrails, ceiling fans, baseboards, furniture and blinds
- Vacuum and spot clean carpets and shampoo as directed
- Vacuum and spot clean sofa/chairs
- Checks for and removes marks from walls
- Cleans and sanitizes bathrooms, refills paper towel, toilet paper and soap dispensers
- Always maintains chemicals in properly labeled containers and keeps housekeeping cart stocked. Ensure residents do not have access to chemicals
- Collect and empty trash
- Follow proper cleaning and infection control techniques
- Identify special resident problems and report them immediately to supervisor and/or seek assistance from supervisor or manager if necessary
- Notify maintenance of items which need attention
- Identify safety hazards and emergency situations and initiate corrective action
- Participate in educational programs, staff meetings and in-services as provided
- Comply and be held accountable for federal, state and local regulations
- Listen to resident and/or family concerns/complaints and report them to supervisor
- Maintain emotional composure and stay calm in all situations
- Other duties and responsibilities as assigned by supervisor
- Must be able to work with hazardous chemicals

Non-essential functions

- Supports and participates in the resident centered activity programs
- Participates in projects or committees as assigned.
- Assists in variety of tasks involving residents as assigned.

Required Knowledge, Skills, Abilities, Experience

- Possess genuine loving and caring attitude for seniors, ability to relate to residents and staff in a courteous and diplomatic manner under all circumstances
- Ability to read, speak and write in English
- High School or GED equivalent preferred
- Some experience working in a senior community
- Complete all required employment screenings including criminal background check and drug screenings
- Ability to lift at least 40 pounds. Must be able to lift, carry, stand, bend, squat, crawl, reach, kneel, push, pull and twist using good body mechanics for sustained periods of time.

Statement of Understanding

I have read and understand the position description and essential functions provided to me for the above position. By my signature, I confirm that I:

(Please check one of the following.)

_____ Can perform all of the essential functions of the position.

_____ Cannot perform all of the essential functions of the position.

I also understand this is not a job offer nor is it intended to be any guarantee of future employment opportunities. This does not construe a contract and I understand that any employment offers are on an at-will basis and does not guarantee employment for any specified time period.

Associate Signature:		Date:	
Supervisor Signature:		Date:	

TO BE RETAINED IN ASSOCIATE'S PERSONNEL FILE - COPY TO ASSOCIATE