



## **JOB DESCRIPTION**

**JOB TITLE: HOUSEKEEPER**

**TYPE: NON-EXEMPT**

**SUPERVISOR: ADMINISTRATIVE DIRECTOR**

### **JOB RESPONSIBILITIES:**

- Perform general housekeeping duties in resident apartments and in the community public areas.
- Cleans, folds and delivers resident laundry in a timely manner.
- Complete assigned housekeeping work in the order of priority set by housekeeping supervisor.
- Maintains housekeeping supply inventory and communicates the need to restock supplies in a timely manner.
- Keeps cleaning supply cart and storage areas clean and in good condition.
- The Housekeeper must practice positive resident relations; respond to resident requests and feedback through the supervisor.
- Housekeepers must adhere to residents' personal and property rights; maintain confidentiality of all resident information.
- Comply with all infection control techniques, procedures, and policies.
- Practice all safety and loss prevention procedures.
- Maintain Poinciana Gardens standards of appearance and hygiene.
- Perform other reasonable tasks as assigned by the supervisor.

### **EXPERIENCE/QUALIFICATIONS:**

- Satisfactory level 2 Background Check required by AHCA based on F.S. 429.174. Statute.
- Ability to effectively communicate with supervisor, employees, residents, and families.
- Ability to provide housekeeping services in a senior housing environment.
- Willingness to work with the elderly.
- Basic knowledge of the proper methods, materials and equipment used in cleaning.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of these tasks that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Housekeeper must have the ability to lift 30 pounds, walk, stand and stoop for extended periods of time; push, pull or lift objects such as carts or furniture.

**BONAFIED OCCUPATIONAL QUALIFICATION:**

Bilingual (English/Spanish) communicate and comprehend both languages.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The requirements for this position are indicative of the mental capacities needed to satisfactorily perform the duties for the position. Reasonable accommodations, as required by the Americans With Disabilities Act will be granted wherever possible.

I have read, understand and agree to abide by this Job Description. I further acknowledge that my employment is subject to a probationary period of 12 months. Benefits can accrue after 90 days following a satisfactory performance evaluation.

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Signature

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Date

\_\_\_\_\_

Witness

\_\_\_\_\_

Date