**Housekeeper Job Description NEW FALLS HOME LLC**

**Position Goals:**

Ensure all rooms are cared for and inspected daily. Protect equipment and report any inadequacies. Notify superiors on any damages, deficits and disturbances. Deal with reasonable complaints/requests with professionalism and patience. Check stocking levels of all consumables and replace when appropriate.

Adhere strictly to rules regarding health and safety and confidentiality and be aware of any company related practices.

**Routine Duties of the Job:**

Performing a variety of cleaning activities, including cleaning up random messes. Changing bedding. Collecting trash. Dusting, sweeping, mopping, and vacuuming. Moving residents in/out or into another room.

Laundry. Ensure that all hallways and public areas are free of obstacles that may harm residents/staff.

Random outdoor cleaning/gardening activities.

**Expectations:**

Good attendance and punctuality. Maintain good personal hygiene. Able to work weekends and holidays. Cross-training for other positions in the department and the building. Participate in in-service trainings. Wear PPE when necessary. Observe safety policies and procedures at all times. Interact with residents in a patient and kind manner at all times. Work independently with minimum supervision. Wear assigned uniform (scrubs). Act as a team player, helping other staff when possible.

**Cognitive Requirements:**

Able to…read and understand written materials and directives, whether typed, printed or cursive…write, understand and speak the English language fluently…maintain confidentiality of information relative to residents and co-workers…maintain awareness of surroundings at all times for safety reasons…create and maintain a clean environment…manage time/duties for the shift.

**Physical Requirements:**

Able to…stand and walk about for the entire shift…kneel, bend-over and squat for various reasons.

* lift 40 pounds…repeatedly sit, stand and move about an area during the entire shift…wear PPE for hours at a time…go up and down stairs multiple times a day as needed…move quickly in the delivery of services to the residents.

**Conditions**

Warm environment.

Walking indoors/outdoors throughout the shift for various reasons.

**All job offers are conditional; the candidate must pass a NYS DOH background check, a physical exam that states that the candidate meets the physical and cognitive requirements of the position and that the candidate meets the health standard for communicable diseases.**