

Job Description

Job Title: Housekeeper

Reports to: Administration

**Summary of Responsibilities:**

The housekeeper is responsible for the cleanliness of all facility common areas.

**Essential Duties and Responsibilities:**

1. Dusts all tables, chairs, desks, cabinets, lamps/light fixtures, wall vents, ceiling fans, baseboards and blinds.
2. Checks sofas/chairs for debris and vacuums, dusts and spot cleans sofas and chairs.
3. Wipe and disinfect all hand rails and doorknobs.
4. Vacuums carpets, sweeps and mops floors. Spot cleans carpets as required.
5. Cleans and sanitizes bathrooms. Refills paper towel, toilet paper and soap dispensers.
6. Cleans windows and mirrors.
7. Polish accessories and metal works such as fixtures and fittings.
8. Empties garbage containers.
9. Cleans the laundry room.
10. Checks for marks on walls.
11. Scrubs dining room floor using auto scrubber.
12. Keeps storage areas and carts well stocked, clean and tidy.
13. Replace light bulbs when needed.
14. Wash, dry, iron kitchen linen as required.
15. Track cleaning supplies inventory weekly to advice Administration when reorders are required.

**Qualifications:**

1. Must be able to relate to residents and staff in a courteous and diplomatic manner.
2. Must have good interpersonal skills.
3. Ability to read and write English.
4. Must demonstrate an appreciation of the heritage, values, and wisdom of the residents and have a good understanding of the aging process.
5. A high degree of personal cleanliness and hygiene.
6. Ability to self-start and motivate while still being part of a team.
7. Current CPR certificate would be beneficial.

**Working Conditions:**

1. Will be exposed to chemicals/cleaning solutions.
2. Will work with mechanical cleaning equipment such as floor scrubber and laundry machines.
3. Will be exposed to steam, wet floors, mechanical and cleaning chemicals.

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Employee signature: Date: