



## **MISSION**

Christian Care Communities enhances the journey of life for Older Adults.

## **VISION**

Christian Care Communities' vision is a society that values and serves people of all ages.

## **PART I: POSITION IDENTIFICATION**

Job Code:	<b>Housekeeping Staff</b> 13101
Program:	Older Adult Services
Facility:	Non-specified
Location:	Non-specified
Department:	754 Housekeeping
Direct Supervisor:	Housekeeping Manager
Effective Date:	January 2007
Revision Date:	April 2021

## **PART II: POSITION SUMMARY**

The Housekeeping Staff is primarily responsible for performing assigned housekeeping duties to ensure clean, sanitary, comfortable, orderly and satisfying surroundings for the residents, employees, and public while maintaining compliance with all applicable laws, regulatory and organizational standards.

## **PART III: POSITION REQUIREMENTS**

Required Education:	High school diploma or equivalent
Required Experience:	1 or more years' experience in housekeeping duties
Preferred Experience:	1 or more years' experience in a long-term health care setting

### **Skills, Abilities and Knowledge**

Ability to speak and read English

Ability to effectively present information to residents, family members and employees of the organization

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, short correspondence and memos

Ability to add, subtracts, multiply and divide in all units of measure

Ability to apply common sense understanding to carry out simple instructions

## **PART IV: ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

The incumbent performs job responsibilities without posing a significant risk of substantial harm to the health or safety of him/her or others while maintaining compliance with all policies and procedures of Christian Care Communities and within the parameters of the Organization's mission, vision, and values.

1. Cleans, dusts, and/or polishes furniture, fixtures, lamps, window ledges, room heating and cooling units and other items/areas as instructed.
2. Cleans, washes and/or polishes bathroom fixtures, basins, commodes and lavatories.
3. Cleans windows and mirrors in resident rooms and assigned areas.
4. Cleans floors, including sweeping, dusting, damp/wet mopping, stripping, waxing and buffing.
5. Cleans carpets, including vacuuming, shampooing and deodorizing.
6. Cleans walls and ceilings by washing, wiping, dusting, and/or spot cleaning.
7. Removes dirt, dust, grease, and film from surfaces using proper cleaning solutions.
8. Discards trash into proper containers and relines trash receptacles with plastic liners.
9. Safely uses cleaning solutions and equipment according to manufacturers' instructions; and properly stores these at all times.
10. Promptly reports needed repairs, defective light bulbs, safety hazards and other deficiencies to his/her supervisor, or other appropriate designated person in the supervisor's absence.
11. Contacts supervisor to order supplies as needed.
12. Assists maintenance personnel in light maintenance tasks such as:
  - a. Installing blinds
  - b. Changing light bulbs
  - c. Landscape upkeep, weeding
  - d. Sweeping sidewalks
13. Personifies outstanding customer service to co-workers, clients and vendors by acting as a subject matter resource in a timely, considerate and friendly manner, always maintaining the "Golden Rule" approach; practices patience and kindness.

## **PART V: PHYSICAL DEMANDS AND WORK ENVIRONMENT**

### **Physical Demands**

The physical demands described here are representative of those 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 physical demands.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Specific communication abilities required by this job include the ability to talk and hear in order to converse with others, discern, convey, express oneself, and exchange information.

### **Work Environment**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job.

1. The noise level in the work environment is usually moderate; lighting is in the standard range.
2. The employee is subject to falls, burns from equipment, odors, and exposure to the infectious waste, diseases and conditions, including the AIDS and Hepatitis B and C viruses.

## **PART VI: “W.E. C.A.R.E.” VALUES**

Christian Care Communities is a values’ driven organization with six (6) core values. All staff members are expected to successfully meet the following non-negotiable Core Values Standards of Performance which will be used to measure overall work performance:

- 1. Work with compassion for Older Adults and their families:**
  - a. Listen carefully
  - b. Professional and pleasant interaction
  - c. Practice patience and gentleness
- 2. Embrace aging as a valued part of life:**
  - a. Encourage and respect individuality
  - b. Be humble and accepting
  - c. Compassionately engaged
- 3. Care for the physical, mental, emotional and spiritual well-being of those we serve and those who serve with us:**
  - a. Provide exceptional care with kindness and humility
  - b. Know your residents and colleagues – their important occasions and crises
  - c. Care about wellness and healthy lifestyles, and both set an example personally, as well as encourage others in their efforts to improve
- 4. Always seek ways to improve and grow:**
  - a. Share knowledge
  - b. Challenge people to reach their highest potential
  - c. Stay abreast of industry trends and the latest technologies
- 5. Respect the dignity of each person:**
  - a. Invite participation and ideas from everyone
  - b. Treat everyone with honesty and fairness
  - c. Thank and recognize people for what they do
  - d. Acknowledge and speak daily
- 6. Exemplify integrity, excellence, and accountability:**
  - a. Model what you expect
  - b. Do your best and strive to do better
  - c. Accept your role at Christian Care
  - d. Be reliable, enthusiastic, and proud friends of Christian Care

**PART VII: JOB DESCRIPTION ACKNOWLEDGEMENT**

I have received a copy of my job description and state that I have read or have been provided accommodations to comprehend and fully understand the requirements of this description and agree to abide by its requirements and will perform all duties and responsibilities to the best of my ability.

I understand this description is intended to be a general statement concerning *this position and is not to be considered a detailed assignment*. Other duties may be assigned, and it may be modified by my employer as need arises.

I certify that at this time I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

I further certify that this job description was orally reviewed with me and I have been given the opportunity to ask questions of my employer concerning these matters and that this *job description will be a basis for evaluating my performance*.

I accept the position of:                      Housekeeping Staff

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETAIN ENTIRE JOB DESCRIPTION IN PERSONNEL FILE**

-----**FOR HR USE ONLY**-----

Workers' Compensation Code:      8826  
FLSA Status:                      Non-Exempt  
EEO Code:                          9  
EEO Title:                          Service Workers

This position is subject to the following background screens as indicated below:

- ☐ Social Security Number Trace
- ☐ County Criminal
- ☐ State Criminal
- ☐ Prior Employer Verification
- ☐ Reference Check and Verification