

Housekeeping Aide Casual Position



POSITION SUMMARY

Must be responsible and able to perform cleaning and other related duties as assigned. Responsible for taking inventory, stocking supplies.

MINIMUM / PERSONAL QUALIFICATIONS

Must be 18 years of age, in good mental and physical health. Must be a high school graduate or equivalent. Experience preferred with some knowledge of cleaning procedures. Must be able to follow oral and written directions. Must have a willingness to work with other department staff and supervisors.

WORKING CONDITIONS

Works in well lighted and ventilated areas. Stands, bends and lifts intermittently during the work day.

COGNITIVE AND SENSORY REQUIREMENTS

Talking: Necessary for communicating with others.

Hearing: Necessary for receiving instructions from others.

Sight: Necessary for visually completing jobs effectively and correctly.

Smell: Necessary to detect/identify odors, urine, bowel movement, vomit, gas fumes, smoke, burning, etc.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Clean all toilet rooms (sink, mirror, toilet light fixtures, grab bars, walls, floors, light switches, etc.).
- Dry and wet mop, strip, and wax floors in bathrooms and resident rooms and support rooms.
- Dust residents furniture, window ledges, and beds, wash and disinfect as scheduled.
- Clean and maintain fans, distribute/store as needed.
- Check walls and floors for feces, food, etc.
- Clean sinks and hoppers in all areas (dirty utility rooms, medicine rooms, etc.).
- Check and replace toilet paper, towels, disposable gloves, Kleenex (small case) and soap.
- Clean drinking fountains as assigned and disinfect.
- Wash and disinfect handrails, furniture, doors, etc. as assigned.
- Clean resident units daily/ monthly as scheduled.

- Wash windows, glass on doors, entrance, etc. as assigned
- Wash and/or maintain windows, curtains, valances, blinds and cubicle curtains as needed, replace cubicle curtain hooks and hang as needed.
- Clean and keep stocked housekeeping carts and janitors closets.
- Clean corridors on a regular daily schedule.
- Clean all other areas as assigned.
- Attends departmental, staff, and in-service meetings as required by the job.
- All other related housekeeping tasks as assigned.

POSITION DETAILS

On call

All shifts including weekends

Ground Floor, 1st, 2nd, 3rd, WH