



PLATTE COUNTY LEGACY HOME

Housekeeper

Job Description

Perform custodial and housekeeping tasks. Maintain the facility in a clean, safe, and sanitary manner. Perform all tasks to assure that the facility reflects a high quality of care and appearance.

Duties and Responsibilities

Job Function: Perform housekeeping tasks.

Tasks:

- Clean all common areas and rooms by sweeping, vacuuming, mopping, scrubbing, waxing and polishing.
- Empty and sanitize trash containers in common use areas.
- Move, rearrange, and dust furniture and fixtures.
- Wipe and polish exterior doors, polish doorknobs and other fixtures.
- Mop the dining room and wipe tables and chairs after use during daytime shift.
- Clean resident rooms and bathrooms
- Clean and polish all entryway and lobby glass, doors and furniture; vacuum and mop entryway floor as needed; dust drapes and blinds as needed.
- Buff and polish highly visible and heavily used areas needing extra attention as needed.

Job Function: Perform other support functions and tasks.

Tasks:

- Attend and participate in all staff meetings and keep information confidential as appropriate.
- Maintain a team approach toward all staff and be a strong team member as part of the environmental services staff.
- Perform and assist in other assignments as needed and directed by the Maintenance Supervisor or Head Housekeeper.

Position Contacts:

- This position reports to and is supervised by the Environmental Services Manager
- Develop good working relationship with entire on-site staff.
- Support the Mission of Platte County Legacy Home and establish good working relationships with executive staff
- Establish positive relationships with the residents and build confidence and rapport through the activities and services performed.

Working Conditions:

- Exposure to chemicals and cleaning solvents.
- Work within multiple work environments and unsanitary conditions.
- Exposure to illnesses and frailties of tenants.
- Subject to frequent interruptions and changes in priorities as urgent needs arise that require immediate attention.
- Works among tenants, family members, visitors, and staff in a variety of situations.

Qualifications

- High school diploma or equivalent.
- Physical ability to perform manual work.
- Experience preferred but not necessary

I have read and received a copy of this job description

Signature

Date