



Housekeeper Job Description

Summary: Responsible for keeping the community member rooms and bathrooms clean and sanitary. Housekeeping is also responsible for maintaining the appearance and cleanliness of common areas, public bathrooms, and lounge areas.

Qualifications:

- High school graduate or equivalent
- Interest in meeting the sanitary needs of the community members and St. Monica's facilities
- Physical and emotional capacity, education and experience to respond to the needs of the community member
- Physical demands such as; standing, walking, sitting, bending, climbing stairs, hearing, seeing kneeling, lifting up to 75 pounds
- Ability to effectively communicate with confidence, clarity, precision and professionalism
- Must be at least 18 years of age

Duties & Responsibilities:

- Dust, mop, vacuum community member rooms and bathrooms
- Prepare and change linens
- Clean lounge areas, library, hallways, and office areas
- Sort and fold laundry
- Ensure that each community member is comfortable in his or her room
- Help maintain a pleasant and cheerful, home-like environment
- Attend mandatory facility training
- Complete required training according to state and federal regulations
- Perform other duties as assigned

Employee Signature: _____

Date: _____

St. Monica's Representative: _____

Date: _____