



## **JOB DESCRIPTION** **Housekeeper-RCF**

Department: Housekeeping  
Supervisor: Housekeeping/Laundry Supervisor  
Status: Non-exempt

### **Qualifications**

**EDUCATION:** High school diploma

**CONTINUING EDUCATION REQUIREMENT:** As assigned through Relias or In-service which are provided.

**WORK EXPERIENCE:** Previous housekeeping experience helpful, but will train.

### **GENERAL JOB SUMMARY**

Clean and maintain public areas and resident rooms and other duties assigned on a daily basis using proper cleaning and safety techniques.

### **DUTIES AND RESPONSIBILITIES**

1. Daily, deliver newspapers, disinfect water fountain, clean and mop public bathrooms and check paper products and clean mirror, empty garbage in hallways, record refrigerator temperatures,
2. Weekly, clean and disinfect handrails, vacuum Annex and Center corridor, disinfect telephone, mop tub room and clean toilet.
3. Take soiled clothes to laundry.
4. Deliver clean laundry.
5. Clean and defrost refrigerator in kitchenette.
6. Check calendar for rooms to clean and vacuum. Maintain calendar.
7. Clean all resident doors and hallway doors.
8. Dust and clean elevator doors and casing.
9. Pick up cleaning supplies and paper supplies.
10. Keep storage room picked up.
11. Keep window sills in hallways and stairwells wiped off.
12. Dust and mop stairs.
13. Clean Annex bathrooms.
14. Spot clean carpets in hallways and resident rooms.
15. Clean residential dining room.

Please understand that this Job Description is not intended to be an all-inclusive list of every task that you may perform, but a description of the minimal qualifications, essential functions, physical demands and abilities this job requires, with or without accommodation.