

## LB Homes

### Housekeeper

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**Department:** Housekeeping

**FLSA Status:** Non-Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

Varying shifts to meet facility needs

**Job Status:** Full Time

**Reports To:** Housekeeping/Laundry Supervisor

**Amount of Travel Required:** None

**Positions Supervised:** None

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#### POSITION SUMMARY

Perform any combination of cleaning duties to maintain resident rooms and public areas of the facility, in a clean and orderly manner.

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#### ESSENTIAL FUNCTIONS

##### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

##### Essential Functions Statement(s)

- Work according to the Housekeeping Safety Program.
- Follow housekeeping schedules, assignments and procedures.
- Clean resident rooms, hallways, entrances, lobbies, common spaces, restrooms, corridors, elevators, stairways, employee lounges, and other work areas so that cleanliness and health standards are met.
- Carry cleaning supplies using wheeled carts.
- Empty wastebaskets and transport other trash and waste to disposal areas.
- Keep storage areas and carts well-stocked, clean, and tidy.
- Dust in resident rooms, pictures in the hallways, TV's, and shelves.
- Sweep and wet mop floors.
- Clean carpets, upholstered furniture, and draperies, using vacuum cleaners.
- Wash inside of windows and woodwork.
- Hang draperies and dust window blinds.
- Disinfect surfaces, equipment and supplies, using disinfectant/germicidal products.
  
- Observe precautions required to protect resident and facility property and report damage, theft, and

found articles to supervisors.

- Request repair services promptly.
- Replace light bulbs.
- Water plants. Trim plants and dispose flower arrangements.
- Utilize cleaning equipment and products according to manufacturer's instructions.
- Replenish disinfectant/germicidal and cleaning products, soap, hand sanitizer and lotion in dispensers.
- Fill paper towel dispensers.
- Follow checklists of tasks and precautions posted to prevent the spread of infection.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - The trait of being dependable and trustworthy.
- Loyal - The trait of feeling a duty to the employer.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.

## **SKILLS & ABILITIES**

**Education:** Less than high school education

**Experience:** No prior experience necessary

## PHYSICAL DEMANDS

<b>N (Not Applicable)</b>	Activity is not applicable to this position.
<b>O (Occasionally)</b>	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C (Constantly)</b>	Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	C	<b>Lift/Carry</b>	
Walk	C	10 lbs or less	C
Sit	O	11-20 lbs	F
Manually Manipulate	C	21-50 lbs	O
Reach Outward	F	51-100 lbs	N
Reach Above Shoulder	F	Over 100 lbs	N
Climb	O	<b>Push/Pull</b>	
Crawl	O	12 lbs or less	C
Squat or Kneel	F	13-25 lbs	F
Bend	F	26-40 lbs	O
Grasp	O	41-100 lbs	N
Speak	O		

### Other Physical Requirements

- Vision (Near, Peripheral, Depth)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - gloves, gowns, goggles, masks

## WORK ENVIRONMENT

Indoor areas of resident care facilities.

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

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

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.