

## **HOUSEKEEPER JOB DESCRIPTION**

### **Duties and Responsibilities**

- sweep, scrub, mop and polish floors
- vacuum clean carpets, rugs and draperies
- shampoo carpets, rugs and upholstery
- dust and polish furniture and fittings
- clean metal fixtures and fittings
- empty and clean trash containers
- dispose of trash in a sanitary manner
- clean wash basins, mirrors, tubs and showers
- wipe down glass surfaces
- make up beds and change linens as required
- tidy up rooms
- wash windows as scheduled
- sort, wash, load and unload laundry
- iron and press clothing and linen
- sort, fold and put away clean laundry
- operate mechanized cleaning equipment
- maintain all cleaning equipment and materials in a safe and sanitary working condition
- monitor and report necessary domestic repairs and replacements

### **Minimum Qualifications**

- At least 18 years of age.
- Possesses a high school diploma or GED.
- Able to communicate and understand communication effectively in exchanges between the client, family representatives, and other providers;
- Working knowledge of Material Safety Data Sheets

### **Knowledge, Skills, and Abilities**

- knowledge of cleaning and sanitation products, techniques and methods
- knowledge of cleaning sensitive materials
- working knowledge of operating cleaning equipment
- physical stamina and mobility including ability to reach, kneel and bend
- ability to lift, push and pull required load, usually about 30lbs but up to 50lbs

### **Special Requirements:**

1. Valid, current state driver's license, automobile insurance and access to a reliable automobile

