HallKeen
ASSISTED LIVING COMMUNITIES

Job Title: Housekeeping for Assisted Living Community
Location: Prospect House Revere, MA 02151
Hours: Per Diem
Pay Rate: $16. Per hour DOE

Job Summary:
Responsible for maintaining a clean and safe environment for residents and staff by performing cleaning duties assigned to apartments, interior and exterior common areas and amenities.

Duties and Responsibilities:
The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Cleans public areas and resident's apartments, including bathrooms, kitchens, patios & windows, floors, furniture and common areas.
- Performs all housekeeping duties including:
- Distributing laundered articles and linens.
- Changing beds.
- Cleaning public restrooms and replenishing supplies as needed
- Sweeping, scrubbing, waxing, and polishing floors; cleaning rugs, carpets, upholstered furniture, and draperies.
- Dusting furniture and equipment.
- Polishing metalwork.
- Washing walls, woodwork, windows, door panels, and sills.
- Performs all laundry duties including:
- Maintains resident laundry areas including mopping floors and washing walls regularly.
- Washes windows at reasonable heights through out the community as requested.
- Keeps utility and storage rooms in clean and orderly condition.
- Disinfects and sterilizes equipment and supplies.
- Stocks cleaning cart with supplies.
- Empties wastebaskets, and transports trash and waste to disposal area.
- Ensures with maintenance that trash and dumpster areas are clean.
- Reports resident issues or changes in health or living status promptly.
- Reports potentially unsafe conditions or maintenance related issues promptly to Supervisor
- May perform other duties as assigned.
- Completes maintenance work orders for any maintenance repairs needed.

Minimum Qualifications:

- A continuous and consistent demonstrated interest in and knowledge about the elderly and their needs.
- The competency to meet those needs on a consistent basis.
- An interest in and willingness to learn.
- A demonstrated initiative in developing skills in caring for the elderly consistent with the philosophy and policies of the community.
- Must be at least 18 years of age.
- Must be able to routinely follow written and verbal instructions
- Must be able to stand, walk, stoop, bend for periods of up to eight hours with breaks as provided for in the employee handbook.
- Must be able to easily lift and carry up to 50 lbs.
- Must be bondable with fidelity bond.
- Must know how to use common house cleaning devises, brooms, mops, floor waxers and polishers.
- Must have six (6) months' work experience in this field.

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