



Job Title: Housekeeping for Assisted Living Community
Location: Prospect House Revere, MA 02151
Hours: Full Time

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.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

If you are interested in applying or know someone to refer for the position please e-mail resume to Nicole Levesque at nlevesque@hallkeen.com