



**Housekeeping/Laundry Aide**

**FLSA:** Non-Exempt  
**Supervises:** N/A

**Reports to:** Community Manager  
**Created/Revised:** March 2018

**Core Values:**

<u>Philosophy</u>	<u>Integrity</u>	<u>Innovation</u>	<u>Compassion</u>	<u>Commitment</u>	<u>Expertise</u>
Always act with compassion and integrity – Red Carpet Treatment	Open and honest, can be trusted and accountable	Generate new ideas, think out of the box, embrace new ideas	Passion for what you do, caring and respectful	Loyal, dedicated, committed to setting and attaining goals	Experienced, knowledgeable about our industry

**Job Summary:**

The Housekeeper/Laundry Aide delivers Red Carpet Treatment to Residents, Visitors and Team Members by cleaning all apartments, doing laundry, and cleaning all common areas in the Community.

**Essential Functions:**

The following essential functions are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Deliver weekly housekeeping services and any additional services requested on the residents’ Individualized Service Plans.
- Be responsible for resident and community laundry.
- Be responsible for requisition, inventory, and storage of supplies.
- Use personal protective equipment, as required.
- Must be able to use housekeeping and laundry chemicals.
- Maintain building cleanliness in all areas.
- Be aware of any unsafe conditions and report them to the Manager immediately.
- Write up work orders when maintenance needs arise.
- Respond to smoke and fire alarm systems.
- Answer telephone promptly and courteously.
- Share ideas and comments you feel would benefit the Community.
- Follow all Policies & Procedures and the Employee Handbook.
- Start Blueprint Form, as needed, and give to Marketer for follow up.
- Be a part of the safety team and committees as requested.
- Attend bi-weekly in-services and all mandatory meetings.
- Use proper body mechanics when lifting or pushing.
- Uphold confidentiality and Health Insurance and Portability and Accountability Act (HIPAA) regulations.
- Comply with all state regulations as they apply to Assisted Living.
- Complete incident report forms as necessary for residents, self, or co-workers.
- Use and adhere to OSHA safety precautions.

**Desired Skills and Experience:**

- Good communication skills and listening skills
- Commitment to the elderly
- Patience and flexibility
- Calm, friendly demeanor
- Ability to work independently and as part of a team; willingness to accept supervision
- Compassionate
- Experience working with the elderly

**Required Education and Experience:**

- High school diploma or general education degree (GED)

**Qualifications:**

The physical demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the Team Member is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; talk or hear and taste or smell. The Team Member is frequently required to stoop, kneel, crouch or crawl. The Team Member is occasionally required to sit and climb or balance. The Team Member must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and color vision.

Language Ability:

- Ability to communicate effectively speaking the English language.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills:

- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.

Cognitive Demands:

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

- Ability to use Apple I-PAD.

**Environmental Adaptability:**

- Works primarily indoor in a climate controlled setting
- Possible exposure to blood, body fluids and/or unpleasant odors
- Possible exposure to hazardous materials and infectious diseases
- Possible exposure to chemicals as identified in the MSDS Manual
- Continuous exposure to clients and/or family members who may be under stress

**CANCELLATION OF PREVIOUS AGREEMENTS**

The employee and Senior Housing agree that this job description supersedes and cancels all previous position descriptions, schedules, and arrangements as of its effective date.

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**NOTHING CONTAINED IN THIS JOB DESCRIPTION CREATES AN EMPLOYMENT CONTRACT OR IN ANY WAY ALTERS THE EMPLOYEE’S STATUS AS AN EMPLOYEE AT-WILL.**

**Acknowledgement:**

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Team Member’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor’s Signature

\_\_\_\_\_  
Date