

JOB DESCRIPTION: SPURWINK SERVICES	HOUSEKEEPER
Effective Date: 12/13/18	Revised: 08/22/19

* Denotes an Essential Function

Title: Housekeeper (ICF/IDD – Nursing)

Category: AS1

Code: HSEKEEP

Minimum Education and Experience Requirements: High School Diploma/GED. Some experience in housekeeping and/or laundry is helpful.

Minimum Physical Requirements: Must be able to go up and down stairs, bend, lift, push, and pull. Must be able to demonstrate proper lifting techniques. Must be able to lift 50lbs or ¼ of total body weight, whichever is less.

Duties and Responsibilities of the Position: The Housekeeper is responsible for maintaining a clean, safe, and orderly home on a daily basis as well as completing monthly cleaning projects. The housekeeper ensures that the house is always stocked with necessary supplies while also being aware of budgeting constraints. While working housekeeper follows established health and safety procedures and reports any safety concerns to the Administrator.

- * 1. Order housekeeping, laundry, and paper good supplies with an awareness of budgeting constraints. Shop for any item which cannot be readily obtained from a regular supplier and put supplies away
- * 2. Report any defects needing repair in the physical plant to the Administrator.
- * 3. Follow established health and safety procedures and report safety concerns to the Administrator.
- 4. Wash furnishings, floor and equipment with cleaning solution and disinfectants. This includes buffing floors, wet mopping floors and under beds.
- 5. Dust, vacuum clean, clean overhead fans, window blinds, tops of doors, shelves, sprinkler heads, and empty wastebaskets and put all trash in dumpster, sweep floors, and maintain house in an orderly fashion.
- 6. Scour and polish sinks, tubs, toilets, mirrors and similar objects/equipment, and replenish soap and paper supplies.
- 7. Wash windows and wipe handprints off windows and walls, vacuum office area, dry (dust) mop.
- 8. Wash, dry, and fold laundry. Put away laundry in dressers and closets.
- 9. Wash/mop boards and windowsills at least weekly.
- 10. Dust light fixtures and pictures on a weekly basis.
- 11. Turn bed mattress monthly and wash bed springs.
- 12. Other duties deemed appropriate to the position by the Administrator or his/her designee.

Immediate Supervision: Administrator.

Immediate Subordinates: N/A.

Schedule of Employment: Non-exempt.

Other: As employees of Spurwink, Housekeepers are expected to adhere to the policies and procedures of Spurwink. Keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. The Housekeeper must maintain a current Maine driver's license and a clean driving record in accordance with Spurwink's driving policy.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date