Job Description

Identifying Information		
Position Title: Housekeeping Assistant	**Department:** Environmental Services	**Date:** Jan 2017
Supervisor's Title: Varies by Community	**Exempt/Non-Exempt Status:** Non-exempt	**Grade Level:** 3

Job Summary:
Responsible for maintaining Ecumen facilities in a clean, sanitary, orderly and attractive condition. Provide a pleasant living environment for residents and an organized, safe working environment for staff.

Essential Job Responsibilities:

1. Performs cleaning tasks in accordance with community policies and department standards.

2. Sweeps, vacuums, dusts, washes, waxes, scours and sanitizes areas as assigned; moving furniture and equipment to clean behind or under as necessary.

3. Maintains all assigned areas in a safe manner. Reports any maintenance or safety concerns to supervisor or member of the leadership team.

4. Follows all regulatory compliance standards.

5. Maintains equipment and supply levels as needed. Reports supply/equipment needs to supervisor.

6. Assists with any resident need, as applicable.

7. Other duties as assigned.

Competencies for all Ecumen Positions:

1. **Acting with Honor and Character**
   a. ***Ethics and Values***: Engages in open and honest dialogue with others. Treats individuals respectfully, professionally and fairly.
   b. ***Integrity and Trust***. Shows consistency between words and actions. Protects confidential (and sensitive) information. Effectively handles emotions, including anger and frustration.

2. **Honoring Brand**
   a. ***Personal Alignment***: Models commitment to Ecumen's mission, vision, values. Demonstrates an understanding of how their role contributes and adds value to their business unit and Ecumen.
   b. ***Drive and Initiative***: Sets high standards for his or her performance. Accepts responsibility for taking initial action.

3. **Creating the new and different:** Being willing to challenge the status quo. Encourages others to try new methods and approaches. Supports his/her team, even when the initial efforts are unsuccessful.

4. **Empowerment**
    a. ***Customer and Team Focus***: Establishes and maintains effective customer relationships. Demonstrates effective listening skills. Involves others in shaping plans and making decisions that affect them. Uses customer perspective, feedback and data for decision making and improvements in service delivery. Reliably and consistently demonstrates timely follow through and responsiveness to customer needs and requests. Champions initiatives that drive increased customer satisfaction.
    b. ***Team Leadership***: Recognizes and respects individual differences and supports a culturally diverse workgroup. Creates a climate where employees want to do their best. Empowers employees by delegating tasks, projects and decisions to all levels.

Supervisory Role: No

Minimum Required Qualifications:

- Must be 16 years of age or older
- Current valid driver's license and proof of vehicle insurance (if applicable)
- Ability to communicate effectively both verbal and written
- Ability to follow all safety rules, regulations, policies and procedures of the facility including but not limited to: Vulnerable Adult and Abuse Policy, HIPAA, Resident's Bill of Rights, Universal Precaution, AWAIR, OSHA, Right to know, SDS, ADA, HUD Policy and Procedures, Fair Housing laws and regulations

Preferred Qualifications:

- High school diploma or equivalent
- Previous housekeeping experience
- Previous experience working with seniors

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

1. In an 8 hour day, employee must: Place an "X" to identify full capacity for each activity									
# of Hours	None	1	2	3	4	5	6	7	8
Sit	☒	☐	☐	☐	☐	☐	☐	☐	☐
Stand	☐	☐	☐	☐	☐	☐	☐	☐	☒
Walk	☐	☐	☐	☐	☐	☐	☐	☐	☒

Note: In terms of an 8 hour workday, "Infrequently=1%-5%, "Occasionally =5% to 33%, "Frequently" equals 34% to 66% & "Continuously" equals 67% to 100%

2. Movement Requirements	Not at all	Infrequently	Occasionally	Frequently	Continuously	Comments
a. Bend/Stoop	☐	☐	☐	☐	☒	
b. Squat/Crouch	☐	☐	☒	☐	☐	
c. Crawl	☒	☐	☐	☐	☐	
d. Climb (2 feet)	☐	☒	☐	☐	☐	
e. Reach above shoulder level	☐	☐	☒	☐	☐	
g. Kneel	☐	☐	☒	☐	☐	
h. Balance	☒	☐	☐	☐	☐	
i. Push/Pull	☐	☐	☐	☒	☐	
300 lbs. in W/C=20 lbs. Force	☐	☐	☐	☒	☐	(all staff will be expected to assist if and as needed)
300 lbs. in Lifts=40 lbs. Force	☐	☐	☐	☒	☐	(all staff will be expected to assist if and as needed)

3. Carrying Requirements	Not at all	Infrequently	Occasionally	Frequently	Continuously	Comments
a. Up to 10 lbs.	☐	☐	☐	☐	☒	
b. 11-24 lbs.	☐	☐	☐	☐	☒	
c. 25-34 lbs.	☐	☐	☐	☐	☒	
d. 35-50 lbs.	☐	☐	☒	☐	☐	
e. 51-74 lbs.	☐	☒	☐	☐	☐	
f. 75+ lbs.	☒	☐	☐	☐	☐	

4. Lifting Requirements :	Not at all	Infrequently	Occasionally	Frequently	Continuously	Comments
a. Up to 10 lbs.	☐	☐	☐	☐	☒	
b. 11-24 lbs.	☐	☐	☐	☐	☒	
c. 25-34 lbs.	☐	☐	☐	☐	☒	
d. 35-50 lbs.	☐	☐	☐	☐	☒	
e. 51-74 lbs.	☐	☒	☐	☐	☐	
f. 75+ lbs.	☒	☐	☐	☐	☐	

5. Repetitive foot movements as in operating foot controls:					
Right Foot			Left Foot		
Infrequently	Occasionally	Continuously	Infrequently	Occasionally	Continuously
☒	☐	☐	☒	☐	☐

6. Use of hands for repetitive action:						
	Right Hand			Left Hand		
	Infrequently	Occasionally	Continuously	Infrequently	Occasionally	Continuously
Simple Grasping	☐	☐	☒	☐	☐	☒
Firm Grasping	☐	☐	☒	☐	☐	☒
Fine Manipulating	☐	☐	☒	☐	☐	☒
Pinch Grip	☐	☐	☒	☐	☐	☐

7. Does the employees job require:	Yes	No	Describe if Yes
a. Working on unprotected heights?	☐	☒	
b. Working on uneven terrain?	☒	☐	
c. Working on wet/damp surfaces?	☒	☐	
d. Operating moving equipment?	☒	☐	
e. Operating vehicles?	☒	☐	
f. Use of tools?	☒	☐	
g. Use of telephone?	☒	☐	
h. Use of keyboard/computer terminal?	☒	☐	
i. Working under time pressure?	☒	☐	
j. Working rapidly for long periods?	☒	☐	
k. Working alone?	☒	☐	
l. Close work?	☒	☐	
m. Vision (close/far/peripheral & depth perception)?	☒	☐	
n. Color vision?	☐	☒	
o. Hearing?	☒	☐	
p. Speaking?	☒	☐	
q. Reading?	☒	☐	
r. Writing?	☒	☐	
s. Doing simple arithmetic?	☒	☐	
t. Doing simple mathematics?	☒	☐	
u. Weighing and/or measuring?	☒	☐	

8. The work environment where the job is carried out:	Yes	No	What % of the day
a. Indoors	☒	☐	90%
b. Outdoors	☒	☐	10%
c. At a desk or bench	☒	☐	Varies
d. In a car or truck	☒	☐	Varies
e. In an office	☐	☒	Varies

9. Is the employee exposed to:	Yes	No	Comments
a. Blood borne pathogens & infectious diseases?	☒	☐	
b. Chemicals/Respiratory hazards?	☒	☐	
c. Noise?	☐	☒	
d. Dust, fumes & gases?	☒	☐	
e. Extreme heat or cold?	☒	☐	
f. Cramped area?	☒	☐	
g. Working in close proximity to electrical current?	☒	☐	
h. Other hazards? List:	☐	☒	

- **This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other management personnel.**

- **Management reserves the right to change job responsibilities; duties and hours as needs prevail. This document is for management communication only and is not intended to imply a written or implied contract of employment.**

- **I have read the Job Description and understand this job description. I agree to accept the responsibilities and duties as required by my supervisor and I will perform these duties to the best of my knowledge and ability.**

Employee Print Full Name_____

Employee Signature _____ **Date**_____