



<https://nottinghamvillage.org/job/housekeeper-full-time/>

## Housekeeper/Full-Time

### Description

Applicant must be a dependable, self-starter with the ability to maintain assigned areas in a clean, sanitary, safe, orderly, attractive manner in accordance with established procedures, and as directed by your supervisor, to assure that the highest degree of cleanliness and sanitation is maintained at all times. This position requires every other weekend and holiday.

### Responsibilities

- Receive and follow cleaning schedule/instructions from the executive director or as outline in our policies and procedures
- Clean/polish furnishings, fixtures, ledges, room heating/cooling units, etc., in resident rooms, living areas, recreational areas, bathrooms, and exit/entrance areas as instructed
- Clean, wash sanitize and/or polish bathroom fixtures-no water spots on fixtures
- Clean windows, mirrors, in resident rooms, living and recreational area, bathrooms, and exit/entrance areas as instructed
- Clean floors to include sweeping, dusting, damp/wet mopping, waxing, buffing, disinfecting, etc. as instructed. Ensure that caution/safety signs are properly set up prior to performing such duties
- Clean carpets to include vacuuming, shampooing, deodorizing, and or disinfecting
- Clean walls and ceilings by washing, wiping, dusting, spot cleaning, disinfecting as instructed
- Remove dirt, dust, and grease film from surfaces using proper cleaning/disinfecting solutions
- Clean hallways and stairways as necessary and as instructed
- Dispose of waste/trash into proper containers and reline trash receptacle with plastic liners
- Report and replace burned out light bulbs, including exit lights, overhead lights, fluorescent lights, room call lights as soon as possible
- Clean vacant rooms as assigned to assure they are ready for occupancy
- Assure that work/cleaning schedules are followed as outlined for respective shift areas
- Assure that the facility is maintained in a clean, safe, and orderly manner
- Perform terminal cleaning procedures as instructed when a resident is discharged and/or transferred to another area to assure that the room is ready for new occupancy
- Perform cleaning/sanitizing procedures in isolation room/area, as instructed and in accordance with established infection control policies and procedures
- Other related duties as may become necessary or as directed by your supervisor and/or administrator
- Maintain all areas, windows, hallways, ect., free of cobwebs
- General cleaning of beds daily with routine thorough cleaning monthly, more often is bed is vacated
- Report all unsafe/hazardous conditions, defective equipment, etc., to your

### Hiring organization

Nottingham Village

### Employment Type

Full-time

supervisor immediately

- Ensure supplies have been replenished in assigned work areas as necessary
- Assure that work/assignment areas are clean and free of equipment, supplies, etc., before leaving such areas on breaks, end of work day
- Keep work/assignment areas free of hazardous objects and assure that all supplies, equipment, etc., are properly stored at the end of your shift

### **Qualifications**

Applicant must be dependable, self-starter with the ability to maintain assigned areas in a clean, sanitary, safe, orderly, attractive manner in accordance with established procedures and as directed by your supervisor. Assure the highest degree of cleanliness and sanitation is maintained at all times.

### **Job Benefits**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Paid time off
- Referral program
- Vision insurance
- Medical Insurance
- Health savings account
- Tuition reimbursement