



# HAWTHORN HOUSE

AIR FORCE ENLISTED VILLAGE

---

**Job Title:** Housekeeper  
**Department:** Building Operations  
**Reports to:** Maintenance Superintendent  
**FLSA:** Non-Exempt  
**Prepared By:** Reneé Romeo  
**Prepared Date:** 11 July 2008  
**Updated:** 18 September 2017  
**Approved By:** *Reneé Romeo*  
**Approval Date:** *9/21/17*

**Position Summary:** This position provides clean, sanitary, comfortable, orderly and satisfying surroundings for the residents, employees, and public. Employee must follow the directions of the Building Operations Superintendent in anyway needed to carry out their responsibilities. Must promote sanitary conditions which prevent the spread of infection and odors. Personnel may be required to perform tasks which involve exposure to visible blood contamination or reasonably anticipated blood contamination. The housekeeper must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and/or the clean-up of blood, infectious materials, or body fluids in accordance with the OSHA Standards. Will comply with all AHCA requirements.

## **Essential Duties and Responsibilities:**

- Maintain apartment/ facility cleaning schedules.
- Provide specialty cleaning of apartments as defined in the functional evaluation, when assigned.
- Do facility laundry, when assigned.
- Assist residents as needed and report any concerns, observations about any changes in resident's daily requirements or condition of their apartment to supervisor.
- Wash windows in public areas quarterly or more often, if needed.
- Clean public restrooms daily.
- Deep clean all vacated apartments to prepare for the next resident.
- Keep with daily, weekly, quarterly, and yearly cleaning schedules.
- Spot clean areas when called upon or when needed.
- Always maintain universal precautions.

## **Working Behaviors:**

- Adhere to and carry out all policies and procedures.
- Report on the job injuries to supervisor before the end of the work shift on the day the injury occurs.

Housekeeper Job Description

Page 1 of 2

Revised 8/2017

- Establish and maintain constructive working relationships with coworkers, residents, families and visitors.
- Maintain confidentiality of verbal and written information pertaining to residents, facility operations and personnel.
- Promote teamwork in providing services to residents.
- Carry out other duties as assigned.

**Other duties and responsibilities:**

- Assist with all fire drills and evacuation procedures.
- Assist with OSHA-MSDS sheets and procedures.
- Promote Hawthorn House in a positive way.
- Assist with emergency procedures as directed, i.e. hurricanes.
- Clock in to work as scheduled using the time system.
- Monitor time system for errors.
- Complete and turn in employment/time clock/time off forms in a timely manner
- Monitor departmental communication/scheduling information

**Standards:**

- Residents needs always come first. Employee must always adhere to the “Mom Rule”.
- Employees will not work under the influence of mood-altering or illegal drugs or alcohol.
- Neat appearance, adherence to the dress code and good personal hygiene is expected.

**Education Skills:**

- High School Degree or GED (General Education Degree)
- Must possess the ability to read, write and understand English so to interpret documents such as safety rules, MSDS book and policy and procedure manuals. Strong verbal and interpersonal skills are required along with the ability to speak effectively before residents and staff

I have read and understand the responsibilities of this position. I possess the qualifications indicated and am able to carry out the identified responsibilities with or without reasonable accommodation.

I understand that the first three months of employment are probationary and that my probationary period may be extended in the event of absences, or slow training progression.

---

Employee’s Signature

---

Date