

MIDLAND COUNTY

HOUSEKEEPER-PINECREST

General Summary

Under the supervision of the Pinecrest Administrator, with direction and oversight provided by a Nursing Supervisor, primarily performs housekeeping duties to assure a safe and healthful living environment for residents of Pinecrest. Assists other staff in providing assistance to the residents with personal hygiene and meal preparation and clean up.

Essential Functions

1. Performs housekeeping tasks such as changing bed linens, dusting, sweeping and mopping rooms and emptying wastebaskets.
2. Launders clothes for residents.
3. Performs general custodial tasks such as operating a vacuum to clean carpets, sweeping and mopping floors and hallways, cleaning and tidying lounges and cleaning windows. Cleans bathrooms including cleaning bathroom fixtures, shower stalls, disinfecting sinks, showers, and toilets and replenishing supplies. Washes walls, furniture, and woodwork.
4. Assist with resident feeding. Sets tables, serves meals to residents and monitors dining area during meals. Clears and wipes off tables and chairs and sweeps and mops dining area.
5. Assist residents with personal hygiene including waking residents, supplying towels for bathing and helping those residents who require assistance with bathing, shaving, dressing and other personal needs.
6. Assist as necessary in transporting residents to appointments, and other scheduled activities.
7. Responds frequently to interruptions in the work schedule to address the needs of the residents.

Other Functions

8. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

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Employment Qualifications

Education: High School Graduation or equivalent.

Experience: Some prior experience performing housekeeping tasks, preferably in a nursing home, extended care facility or similar setting.

Other Requirements: Ability to obtain CPR and First Aid certification. Valid Michigan Driver's License.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Prolonged periods of standing and walking.

Ability to access all areas of the facility.

Squatting, stooping, kneeling to perform housekeeping tasks.

Ability to lift boxes of supplies, equipment, furniture and other items weighing up to 50 lbs.

Ability to lift and/or assist residents while performing personal hygiene tasks.

Ability to climb stairs.

Working Conditions:

Exposure to residents having emotional, behavioral and medical problems.

Exposure to communicable diseases of residents.

Works in confined spaces to perform housekeeping tasks.

Works in cramped body positions to performed assigned duties.

Exposure to cleaning chemicals and fumes.

Exposure to extremely disturbing odors and untidy residents in various stages of cleanliness.