



Horizon House

JOB OPENING -POSTED 1-18-2019

To apply, click on the "Career" tab on the website at www.horizonhouse.org. For Internal Applicants, you may apply through your PayNW account. Go to "Our Company", then "Search for Jobs". Paper applications are no longer accepted. Pay: On Call Rate

Requisition #1-2019

Title:	Housekeeper	Department:	Facilities
Supervisor:	Environmental Services Manager	Effective Date	5/14/2005
Status:	On Call – First Shift (Monday through Sunday, 7:45AM to 4:15PM)	Grade: 13	Non-Exempt, Union

Summary:

Duties of housekeepers shall consist of primarily cleaning of residential apartments, guestrooms, and other areas as assigned by supervisor or his/her designee.

Essential Job Duties:

1. Perform cleaning in residential apartments and community areas in accordance with department policies and procedures.
2. Dispose of waste products in accordance with facility policies.
3. Assist in the proper care and use of housekeeping equipment and supplies.
4. Restock supplies in the community areas in accordance with department policies and procedures.
5. Clean, fold, and/or iron residents' clothes and linens as requested.

Secondary Job Duties:

1. Clean assigned storage areas. (Women's locker room/shower, guest rooms and drape storage, Supported Living linen storage.)
2. Restock Supported Living linen in the linen storage room.
3. Report equipment repair needs to the Environmental Services Manager or his/her designee.
4. Report to supervisor areas of the building in need of repair or cleaning.
5. Help with duties in Supported Living if assigned.
6. Other housekeeping duties as assigned by Environmental Services Manager or his/her designee.

Job Requirements:

Must be fluent in the English language and be able to follow directions given orally and in writing. Demonstrated ability to interact appropriately with seniors.

Confidentiality Requirements:

Employee accesses, uses and/or discloses Protected Health Information, as defined by HIPAA, only to the extent minimally necessary to accomplish essential job functions. Employee practices appropriate safeguards to prevent unauthorized access, use and/or disclosure of PHR (paper, electronic and oral) within his/her work area.

Experience/Knowledge/Education/Specialized Training Required:

1. High school diploma, GED or equivalent.
2. Minimum of one (1) year housekeeping experience in a related field.

Material/Equipment Directly Used:

Vacuum, cleaning products, broom, mop, cart, elevators.

Physical and Environmental Requirements:

1. The physical activities of this position involve balancing (necessary to maintain physical equilibrium to prevent falling of self, others or objects being carried).
2. Other physical activities include: climbing, crawling, crouching, pulling, pushing, standing, stooping, grasping, kneeling, lifting, (of 35 lbs.), reaching, and repetitive movements.
3. The sensory and communicative activities essential to the performance of this position include: smelling, feeling, hearing, seeing, and speaking.
4. An individual in this position may be exposed to: inside and outside environmental conditions, blood-borne, pathogens, chemical hazards, and vibrating motions.