

## Housekeeping/Laundry Aide Job Description

**Effective Date:** July 1, 1997

**Current Revision:** March 1, 2012

**Department:** Housekeeping/Laundry

**Approvals:** Rick Wilson, Administrator

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### Job Reporting Relationships

**Supervised by:** Mike Yeager, Environmental Services Director

**Supervises:** None

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### Basic Qualifications

**Education / Training:** A high school diploma or equivalent preferred.

**Skill(s):** Basic reading and writing skills; moderate interpersonal relations skills; ability to lift 30 lbs.; ability to bend, kneel, stoop, climb, push, and pull; manual dexterity; working knowledge of electrical and manual equipment related to housekeeping; working knowledge of laundry machines and dryers; ability to follow written and oral instructions and procedures; basic knowledge of germicidal properties of cleaning materials and reasons for their use; visual and auditory skills.

**Experience:** None required.

### General Responsibilities

Responsible for performing a variety of housekeeping duties in order to maintain assigned area(s) in a sanitary, orderly, and attractive condition; performing laundry duties in accordance with established procedures to insure proper infection and disease control; implementing specific procedures and programs; coordinating work within the unit or department, as well as with other departments and units; reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information.

### Essential Duties

1. Performs a variety of housekeeping duties in order to maintain assigned area(s) in a sanitary, orderly, and attractive condition as follows:
  - a. Received daily cleaning assignment, selects materials and supplies from utility room, loads service cart, and transports to work area; at end of shift, returns

# Arbutus Park

## RETIREMENT COMMUNITY

- unused supplies to utility room, leaves trash in designated areas, and cleans cart and all equipment.
- b. Cleans and/or dusts assigned areas, furnishings, fixtures, window sills, blinds, etc., according to established housekeeping procedures; utilizes special cleaning solutions and disinfectants to prevent the spread of disease.
  - c. Cleans off tables and chairs in kitchen after meals, runs sweeper in dining rooms after meals.
  - d. Sweeps, mops, and scrubs floors, halls, stairways, lounges, utility rooms, Community Room, Chapel, residents' rooms, etc.; vacuums and scrubs rugs; runs sweeper in lobbies after residents go to bed.
  - e. Washes walls and windows; cleans movable and stationary furnishings and fixtures, light fixtures, tops of windows, door frames, and other high places, using ladders when necessary.
  - f. Empties, cleans, and relines waste baskets; empties and cleans ash trays.
  - g. Cleans resident, private, and public bathrooms using special cleaning solution or germicides to prevent the spread of infection or disease; scours, polishes, and washes sinks, tubs, mirrors, and other plumbing fixtures; replaces disposable items such as towels, liquid soap dispensers, and toilet tissue.
  - h. Arranges and moves furniture and equipment in an orderly fashion; adheres to proper lifting and bending procedures; requests help in moving furniture as necessary.
  - i. Maintains equipment and supplies in an orderly manner; notifies supervisor when supply levels are low; maintains utility room in a clean and orderly condition.
  - j. Assists in transferring residents' personal items from one room to another.
2. Performs laundry duties in accordance with established procedures to insure proper infection and disease control as illustrated by the following:
- a. Collects, sorts, washes, soaks, and dries soiled laundry and linen; operates washers, dryers, and other laundry equipment.
  - b. Folds, stacks, and delivers laundry, linen, and residents' personal clothing.
  - c. Irons personal items when necessary.

# Arbutus Park

## RETIREMENT COMMUNITY

- d. Inspects laundry and linen for needed repairs, etc.
  - e. Places clean linen in linen closets on a daily basis.
  - f. Handles contaminated linen according to procedure when necessary; wears gown and gloves when handling soiled linens.
  - g. May pick up laundry and linen at soiled linen areas from Nursing Services Department.
  - h. Maintains equipment and supplies in an orderly manner and keeps work area clean, safe, and sanitary; uses supplies and equipment according to directions; inventories supplies on an ongoing basis and notifies appropriate personnel of needed supplies.
  - i. Restocks cleaning agents into washer feeding system.
  - j. Performs all essential housekeeping duties within the laundry area.
  - k. Conducts linen usage studies and inventories and maintains other essential records.
3. Implements specific procedures and programs.
    - a. Insures an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
    - b. Follows standard precautions; ensures proper handling of blood-borne pathogens including use of gloves, gowns, masks, and eye coverings.
    - c. Maintains awareness of individual responsibilities under the established Fire Safety-Disaster plan.
    - d. Insures the confidentiality of all resident- and/or employee-related information.
    - e. Insures compliance with established quality assurance program.
  4. Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness and Arbutus Park Manor's compliance with all regulatory requirements.

# Arbutus Park

## RETIREMENT COMMUNITY

5. Coordinates specific work tasks with other personnel within the department as well as with other departments in order to ensure the smooth and efficient flow of information
6. Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of sexual harassment and other forms of illegal discriminatory behavior in the work place.
7. Reports pertinent information to the immediate supervisor as requested, or according to an established schedule; e.g., reports any mechanical failures in assigned area; compiles information as necessary or as directed and provides data to appropriate personnel.
8. Responds to inquiries relating to his/her particular area, or to requests from residents, other Arbutus Park Manor personnel, etc., within given time frames and within established policy.

### **Ancillary Duties**

1. Attends all mandatory in-service training programs and required meetings.
2. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending upon individual circumstances.

### **Job Location**

Laundry and all areas throughout the facility, including apartments and cottages as necessary.

### **Equipment/ Machines**

1. Washing machines
2. Dryers
3. Iron
4. Vacuums
5. Mops and wringers
6. Various cleansers and germicides
7. Telephone
8. Cleaning equipment