

SOUNDVIEW ASSOCIATION

JOB DESCRIPTION

POSITION TITLE: Instruction and Support Staff/Housekeeper

SUPERVISOR: Program Manager/Director

STATUS: Under assessment for the first six months of employment. Following successful work performance and job evaluation, status becomes regular full time or regular part time/relief depending on hours available. This job description is not a contract and may be terminated by the agency at any time.

QUALIFICATIONS: High School diploma or equivalent. Ability to teach and capacity to be considerate and responsible. Knowledge of methods, equipment, and supplies used in housekeeping work. Ability to use household appliances, cleaning equipment, follow verbal/written instructions, organize effective work routines, maintain good work habits with emphasis on punctuality and attendance. Basic cooking and baking skills, some knowledge and interest in menu planning and nutrition.

JOB RESPONSIBILITIES:

1. Cleans common areas, office, bedrooms, and other areas as instructed.
2. Cleans walls, floors, woodwork, cabinets, windows, furniture, and fixtures; waxes and polishes as necessary.
3. Cleans bathrooms, showers and toilet facilities: keeps them supplied with towels, soap, tissue, and other items.
4. Makes beds, changes bed linens, washes soiled linens, stores clean laundry as needed.
5. Operates vacuum cleaners, washing machine and dryer and other household appliances.
6. Checks for and replaces burned out light bulbs, check condition of rugs, window coverings, and furnishings, and report need for repair or replacement to supervisor, report abuse of group home property.
7. Empties waste baskets, picks up litter around the yard, sweeps walkways and patios.
8. Will cook main dishes, bake, and plan menus, develop shopping lists that will keep both nutritional and cleaning supplies current. May be asked to assist in shopping.
9. Will continue to develop skills in diet and nutrition and presentation to provide residents with meals that are varied, nutritious, tasteful and attractive.
10. As per ISS job description, will provide full client services (toileting, bathing, feeding) assistance with whatever needs arise during assigned working hours.
11. Will participate in monthly staff meetings.
12. ISS/Housekeeper is an awake night staff, and will do fire watch duties throughout the shift and will check on all residents regularly throughout the night.
13. Will complete all duties on the graveyard job checklist.

ISS/Housekeeper

Date

Program Manager/Director

Date

PERSONNEL

MANUAL

APPROVED: _____ REVISED: _____