

Pine Valley Community Village

Position Description

Name:	Department: Environmental Services
Position Title: Housekeeping/Laundry	Pay Grade: A
Date:	Reports to: Environmental Services Director

Purpose of Position

The purpose of this position is to perform a variety of routine cleaning and laundry tasks for all areas of the facility including residents' rooms, hallways, restrooms, offices, storage areas, kitchens, etc. washing, sorting, folding and equipment operating tasks. The work is performed under the general supervision of the Maintenance Supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Dusts, sweeps and mops floors. Vacuums carpets. Operates floor-scrubbing machine, Moto Mop and floor sweeper.
- Scours toilets, sinks, tubs and basins.
- Cleans mirrors. Washes windows, screens and doors.
- Washes beds, walls and lights.
- Dusts and rearranges furniture.
- Replenishes paper supplies in toilet and towel dispensers and also replaces hand soap, and sanitizer dispensers.
- Empties garbage containers. Cleans containers. Picks up litter.
- Performs laundry duties as assigned. Marks resident laundry.
- Waters plants and cut flower arrangements.
- Cleans utility rooms, break room, hopper room and dining rooms.
- Cleans refrigerators and reads the refrigerator temperature daily except for med rooms.

- Sorts, weighs and loads laundry into washing machines. Adds soap, bleach, neutralizer and fabric softener as needed. Balances loads as needed.
- Folds and sorts clean laundry. Fills cart.
- Cleans washing machines and dryers.
- Maintains cleanliness and order in clean and soiled utility rooms.
- Marks resident clothing.
- Replenishes supply rooms.

Other:

- Greet and direct visitors.
- Visit with residents.
- Transport resident via wheelchair.

Minimum Training and Experience Required to Perform Essential Job Functions

Prior experience performing building cleaning duties, use of laundry equipment, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Physical and Mental Abilities Required to Perform Essential Job Functions Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to communicate effectively with residents, co-workers, visitors, residents' families and volunteers.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; with the ability to apply computer formulas.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as floor scrubber, vacuum cleaner, brooms and mops.
- Ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as tightening, inserting and mixing.
- Ability to exert moderate physical effort, typically involving some combination of stooping, climbing, kneeling, crouching, lifting, carrying, pushing and pulling.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisors Signature

Date

Date