

JOB DESCRIPTION

Title: Weekend Housekeeper (6:30 AM – 2:45PM)

Organizational Relationship: Reports to Housekeeping Supervisor

Summary: Directly responsible for cleaning the care wing and the residential wing. Cleans other areas of the building as assigned. Responsible for laundry for care wing and any patient and resident weekend laundry, and for any housekeeping and food service weekend laundry.

Duties Performed (will vary per day, based on area assignment and number of staff on duty):

1. Clean care wing kitchen. (Mop floor before end of shift and empty trash at beginning and end of shift.)
2. Clean Christian Science Nurses' Station. (Includes vacuuming daily.)
3. Clean utility rooms and all bathrooms (empty trash at beginning and end of shift).
4. Dust and vacuum library, sitting areas, care and residential wing offices, conservatory, common room and small residential sitting room.
5. Vacuum hallways daily.
6. Clean patient rooms. Follow the procedure for cleaning a patient room.
7. Clean staff kitchen and empty trash (beginning and end of shift) and mop floor.
8. Launder patient and care wing laundry.
9. Launder resident, housekeeping and food service laundry as needed.

Note: Each room must be clean. Check daily whether it's occupied or not.

Note: Follow the weekly schedule for heavy or special areas (hi-dusting, spot walls, tile, etc.).

Duties vary according to the need of the department and which area staff is assigned to.

Received by: _____ Date: _____

Revised 8/07