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|  **JOB TITLE: Housekeeper/Laundry Assistant** |
| **JOB OVERVIEW:** Responsible for ensuring resident rooms and facility common areas are maintained to a high degree of cleanliness, comfort and attractiveness. Also works with laundry staff to collect, launder and deliver clean linens and resident’s clothing.**JOB DESCRIPTION:*** Cleans, dusts and sanitizes walls, floors, counter tops, sinks toilet facilities, furniture and beds within residents’ rooms and common areas (facility hallways, resident dining rooms, break rooms, administrative areas and nursing stations) daily. Empties and cleans trash receptacles.
* Cleans and sanitizes public restroom facilities daily and as needed throughout the workday.
* Collects, launders and distributes linens and garments.
* Ensures laundry work areas are sanitary and free of clutter.
* Assists with the transfer of resident belongings during change of room assignments.
* Reports and submits work orders for any facility property or equipment that may need repair or replacement.
* Complies with infection control plan and policies including the wear of protective barrier garments and gloves.

**PREREQUISITES:*** Ability to communicate effectively in oral and written form in the English language.
* Skilled in interpersonal relationships.
* Ability and willingness to work with a diverse population, interact with residents and promote a warm and friendly environment.
* High School diploma or equivalent life experience.

**AREA OF ASSIGNMENT:** Work is performed throughout the facility including resident rooms and common area. **HOURS OF WORK:**   Full Time**RESPONSIBLE TO:** Director of Environmental Services |