

JOB DESCRIPTION

Position Title	Department	Reports to
Housekeeper	Environmental Services	Maintenance Supervisor
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

POSITION SUMMARY

This position is responsible for ensuring all assigned areas of the building are clean, neat, and orderly, in conjunction with Vita's policies and procedures. Duties generally include household cleaning and organizing tasks. Position will provide excellent customer service to all assigned customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Portray a positive company image and engage in professional and friendly communications with all residents and staff.
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, and other work areas in accordance with Company specifications
- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or other related appliances
- Empty wastebaskets and dispose of trash and waste in designated areas
- May operate personal computer to access e-mail, electronic calendars, and other basic office support software
- Exercises administrative judgment
- Assumes responsibility for decisions, consequences, and escalates any concerns to management
- Provides excellent customer service to all
- Performs other duties, as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school diploma or G.E.D. equivalent preferred
- One or more years professional housekeeping experience or related experience required
- One or more years general customer service experience required
- Intermediate knowledge of knowledge of Microsoft Office Suite (i.e. Word, Excel, Outlook)
- Excellent customer relationship skills
- Excellent organization skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this

position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is regularly required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this position include those required for reading, writing, and typing. The noise level in the work environment is usually moderate to high.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.