Helen Purcell

Job Opportunity

Date Posted: 4/13/21 Application Deadline: Upon position filled

Department/Position: Housekeeping

Status: Part-time/Full-time Salary: $9.60

Minimum Qualifications: None

Position Title:
Resident Services - Housekeeper - Non-Exempt

Reports to: Resident Services Supervisor

Overview: The Housekeeper works to maintain the residents living quarters and common areas of the building in a clean and pleasant manner. They interact with residents, staff and visitors in a positive, professional and friendly manner while striving to meet the goals as set forth in Helen Purcell's Mission and Vision.

Key Responsibilities and Accountabilities:

The Housekeeper:

1. Maintains regular attendance by working all shifts as scheduled.
2. Cleans and sanitizes all bathrooms.
3. Cleans and vacuums the internal entrances, all common areas, hallways, Nurses Station and Staff Break
4. Room.
5. Cleans, dusts and freshens resident rooms, checks and cleans residents' refrigerators and changes linens as required.
6. Assists in preparation of unoccupied resident rooms for new residents and help residents' move, as requested.
7. Removes all trash from waste baskets and receptacles inside the building.
8. Uses tools and equipment in a safe and responsible manner.
9. Informs supervisor about missing, damaged or broken tools and/or equipment.
10. Maintains all-natural flowers in the Living Room and Community Room.
11. Assists residents as requested.
12. Informs nurse on duty concerning changes in any resident's condition.
13. Follows all policies and procedures as issued by Helen Purcell.
14. Performs other related duties as assigned.

Certifications Required: None

Physical requirements:

Be on your feet for two or more-hour increments
Be able to lift at least 25 lbs. on occasion
Be able to stoop and/or squat

Internal Applicants: Submit letter of interest before the posting deadline
External Applicants: Please Submit Application and Resume via mail, Fax, in person or via our website by the application deadline to:

Helen Purcell Attn:
Missy Miller
1854Norwood Boulevard
Zanesville, OH 43701 FAX:
Web site: www.helenpurcell.org

Helen Purcell is an Equal Opportunity Employer 12/28/16