

HALLKEEN ASSISTED LIVING COMMUNITIES

Job Title: Night Watch Person /Housekeeper/Light Maintenance
Location: Susan Bailis Assisted Living Community - Boston, MA 02115
Hours: Temporary Position 10am-6am

Job Summary:

Responsible for answering the phone, watching the security cameras, rounds of the community, housekeeping, and light maintenance when required. It is expected that the perfect person for this position maintain a clean and safe environment for residents and staff by performing, regular monitoring of our doors, cameras, cleaning duties assigned, interior and exterior common areas, and amenities with some light maintenance which may include painting touch ups.

Principle Duties and Responsibilities:

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Cleans public areas and resident's apartments, including common area bathrooms, hourly checks of the community, patio & windows, carpet shampooing floors, furniture and common areas.
- Washing beauty parlor and laundered towels and linens.
- Changing beds when requested.
- Cleaning public restrooms and replenishing supplies as needed
- Sweeping, scrubbing, waxing, and polishing floors; shampooing rugs, carpets.
- Dusting furniture and equipment.
- Polishing metalwork.
- Answers incoming telephone calls in a cheerful and marketing oriented way, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.
- Answers general questions about the community and provides callers with address, directions, and other information and refers other specific questions to appropriate staff.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Washing walls, woodwork, windows, door panels, and sills.
- Maintains resident apartments when asked in emergency situations.
- Washes windows at reasonable heights through out the community as requested.
- Keeps utility and storage rooms in clean and orderly condition.
- Disinfects and sterilizes equipment and supplies.
- Stocks cleaning cart with supplies for next shift.
- Empties laundry room, and common area trash receptacles and transports trash and waste to disposal area.
- **Performs all light maintenance when the maintenance team is not on site.**
- Some assigned maintenance work orders for maintenance repairs as needed.
- Reports resident issues or changes in health or living status promptly.

- Reports potentially unsafe conditions or maintenance related issues promptly to Supervisor.
- Will be asked to do paint touch ups to ensure the tour path is clean and freshly painted.
- Answers phone and carries the portable phone when away from the concierge's desk.
- May perform other duties as assigned.

Minimum Qualifications:

- Able to operate cleaning equipment such as: iron, washer & dryer, brooms, mops, vacuums, etc
- Able to work various schedules and shifts including weekends and some holidays as needed.
- Must communicate and understand the English language.
- Able to remain professional and calm in emergencies, as well as assist if needed.

Required Behavior:

- Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
- Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
- Able to work cooperatively with a group of people to achieve goals and objectives.
- Able to be tactful; maintains confidences, and fosters an ethical work environment; prevents inappropriate behavior by coworkers; gives proper credit to others; handles all situations honestly.
- Able to keep an open mind and change opinions on the basis of new information; performs a variety tasks and changes focus quickly as demands change; manages transitions effectively from task to task; adapts to varying customer needs.
- Arrives to work on time.
- Absence and tardiness is not excessive.
- Appearance is neat, clean, and according to dress code.
- Observes safety and security procedures.
- Uses equipment and materials properly.
- Demonstrates accuracy and thoroughness in work performed.

Physical Demands:

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand and to work on hands and knees for long periods of time.

If you are interested in applying or know someone to refer for the position please e-mail resume to mstadler@hallkeen.com