

HallKeen Assisted Living Community

Job Title: Housekeeper

Location: Susan Bailis Assisted Living – Boston, MA 02115

Hours: Part Time

Job Summary

Susan Bailis Assisted Living Community is currently looking to hire a housekeeper to join our team. This position is a critical piece to filling an open housekeeping position, to include some lead housekeeping experience, team building experience, and exceptional housekeeping abilities and at least two years of experience in housekeeping.

Applicants must have knowledge of appropriate cleaning chemicals and their use. We are looking for that dynamic person that will help the community to achieve goals for great resident satisfaction. The position is 2-3 days per week.

Responsible for maintaining a clean and safe environment for residents and staff by performing cleaning duties assigned to apartments, interior and exterior common areas, and amenities and some light maintenance. This position includes some weekend hours. PPE Supplied.

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, kitchens, patios & windows, floors, furniture and common areas.
- **Performs all housekeeping duties including:**
- Distributing laundered towels and linens.
- Weekly, cleaning chemical and supply inventory control.
- Assist with setting up and taking down Respite and Model apartments.
- Regular inventory of all respite and model bedding, linens, accent pieces, soaps, and paper products.
- Report all purchase requests to the Maintenance Director.
- Work with the Maintenance Director and other directors for requests for purchases for Respite and model apartments.
- Changing beds when requested.
- Cleaning public restrooms and replenishing supplies on a frequent basis.
- Sweeping, scrubbing, waxing, and polishing floors; shampooing rugs, carpets, upholstered furniture, and draperies.
- Weekly and as needed stairwell cleaning.
- Dusting furniture and equipment.
- Polishing metalwork.
- Washing walls, woodwork, windows, door panels, and sills.
- **Performs all laundry duties including:**
- Maintains resident laundry areas including mopping floors and washing walls regularly.

- 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.
- Empties wastebaskets, and transports trash and waste to disposal area.
- Ensures with maintenance that trash and dumpster areas are clean.
- Some assigned maintenance work orders for maintenance repairs as needed.
- Reports resident issues or changes in health or living status promptly to the wellness team.
- Reports potentially unsafe conditions or maintenance related issues promptly to the Maintenance Director or Maintenance Assistant.
- May perform other duties as assigned.

Minimum Qualifications

- Able to operates 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 perform these operations using units of Unites States' currency and weight measurement, volume, and distance.
- Able to apply common sense understanding to carry out simple one- or two-step instructions.
- 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 minimal.
- 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.

Please send all resumes to Norris Derby at nderby@hallkeen.com
or Mariann Zenitz Jones at mzenitzjones@hallkeen.com