

## Housekeeper

### **Mission Statement for Rainbow Acres**

Rainbow Acres, a residential Christian community with heart, empowers persons with developmental disabilities to live to their fullest potential with dignity and purpose.

**Job Description:** Housekeeper

**Department:** Programs

**Reports to:** Director of Programs

**Prepared Date:** June 2015

**Summary:** This position must provide clean, sanitary comfortable, orderly and satisfying surroundings for the residents, employees, and public. The housekeeper promotes sanitary conditions which prevent the spread of infection and odors. She/he may be required to perform tasks, which involve exposure to visible blood contamination or reasonably anticipated blood contamination. The housekeeper must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and/or the clean-up of blood, infectious materials, or body fluids containing blood in accordance with the OSHA Blood-borne Pathogen Standard or Rainbow Acres Exposure Control Plan for Blood-borne Pathogens. This is a safety sensitive position.

**Minimum Professional Requirements:** High School diploma or GED

Evidence of strong Christian commitment is desirable. Evidence of strong ethical standards and moral character is essential along with sensitivity to the needs of the Ranchers. Ability to meet all clearance requirements including: obtaining a level one fingerprint clearance card, passing an online background check, passing a pre-employment physical and drug screen, reference check, compliance with vaccination requirements.

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### **Professional Responsibilities:**

- Operates various mechanized cleaning equipment, such as vacuums, polishers, buffers, etc.
- Maintain facility in a sanitary and infection-free condition through washing, cleaning and replacement of equipment and furnishings
- Requires working in damp, dusty and dirty areas. Must clean up human waste and other body fluids, as required
- Responsible for disposal of trash, waste, and other disposable materials
- Must handle various cleaning solvents, chemicals, etc. Must comply with all regulations such as OSHA, EPA, State Health Department, etc.
- Plan work schedule for major tasks
- Damp dust furniture, light fixtures, window sills, etc.
- Clean wash basins, mirrors, commodes, tubs, and showers daily
- Report any needed repairs immediately to supervisor (such as leaky faucets or toilets, loose tile, broken window panes, missing nuts or screws, beds needing repair, etc.)
- Wash windows as scheduled
- Check entire area for spills, water, etc., especially in residents' bathrooms
- Follow instructions on use of germicidal solutions to clean. All procedures for solution use will be part of the housekeeper's training
- Use safety precautions in all housekeeping services
- Supervise a Rancher crew, helping to teach and guide in housekeeping practices and safety
- Other duties as assigned



**Physical Demands** This position demands good physical and mental health. The housekeeper will be required to lift, carry, walk, sit, push, pull and work a flexible schedule, must be able to move continuously during work hours and able to lift and/or carry up to 50lbs.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The employee is occasionally exposed to both hot and dry and/or wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions. The noise level in the work environment is usually moderate to occasionally loud.