

# California Home for the Adult Deaf

## Job Description

Position:           **Housekeeping**

Hours:             OPEN

Hourly Wage:     \$12.00

Working Days:    Part time

### Requirements:

- English and American Sign Language (ASL) a must / Bilingual helpful but not required
- Must have 6 months – 1 year work experience in a geriatric facility preferred.
- Must be able to follow written & oral instructions
- Able to understand the Adult/Senior Deaf
- Able to communicate fluently through American Sign Language
- Must have good transportation vehicle
- Must pass finger-print clearance and Health Screening
- Must obtain a high school degree or GED
- Able to handle pressure and multi-task
- Able to handle and lift 50 lbs.
- Provides positive leadership for all staff on shift
- Able to work night, weekend and holidays and able to back-up emergence shift
- Attendance is require
- Must type at least 25 WPM
- Certification in medication administration and CPR

### As a housekeeping your job duties will include to:

- Maintaining clean environment
- Follows detailed worksheet for each room cleaning
- Inspect inventory list and informed on any missing items to the manager
- Clean building floors and walls by sweeping, mopping, scrubbing, or vacuuming them
- Change bedding and make beds as directed
- Replenish supplies such as linens and bathroom items
- Gather and empty trash
- Clean and polish furniture and fixtures
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees
- Dust furniture, walls, machines, and equipment
- Move and arrange furniture, and turn mattresses
- Make adjustments and to heating, cooling and ventilating systems
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications
- Steam-clean or shampoo carpets. Polish floors

- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created
- Notify administrator concerning the need for major repairs to building operating systems
- Spray insecticides and fumigants as directed to prevent insect infestation
- Remove debris from driveways and all public areas inside or out
- Sort clothing and other articles, load washing machines, and iron and fold dried items.
- Sort, count, and mark clean linens, and store them in linen closets
- Deliver any items requested by residents to their room
- Observe precautions required to protect resort and guest property, and report damage, theft, and found articles to supervisors
- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts or by hand as needed
- Performs minor maintenance
- Observe residents for any change in condition (physical, emotional, cognitive or behavioral) and inform office staff/administrator
- Call 911 if resident is injury/serious ill and inform all resident's family's member and administrator
- Document both the 24 hour communicate log and the incident report of the resident
- Work cooperatively with other on the same shift and across shifts
- Show all residents with dignity and respect.
- Any other needs as per administrator request