

**ASSISI HEIGHTS  
POSITION DESCRIPTION**

**DEPARTMENT:** Housekeeping

**JOB TITLE:** Housekeeper/Laundry

**GENERAL SUMMARY**

To provide and maintain a clean, safe and attractive environment with special attention to job performance, resident and guest satisfaction. Provides general cleaning of resident and public areas of the house and assists in all aspects of linen care. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Assures confidentiality at all times with issues relating to residents, guests and fellow employees.

**ESSENTIAL FUNCTIONS**

- Completes all housekeeping responsibilities, vacuuming, dusting, mopping, scrubbing, as assigned by the supervisor
- Uses proper cleaning practices, equipment and chemicals provided
- Reports needed supplies for housekeeping and laundry
- Understands and practices safety when performing job tasks following proper departmental protocol under OSHA, State and Federal regulations
- Uses correct ladder, signs, chemicals, equipment, etc. for the task
- Practices good sanitation through daily trash collection and recycling
- Sets up and breaks down meeting areas following the instructions given by the department manager on occasion
- Observes and reports necessary repairs throughout the facility and in the laundry room
- Housekeepers are trained in all aspects of the laundry duties and will rotate as scheduled by the Environmental Services Manager
  - Operates all laundry equipment following proper departmental safety protocols
  - Understands efficient use of supplies and safe handling of the chemicals used, assuring they are being used properly
  - Maintains cleanliness of the laundry from specified area of the house
  - Delivers clean laundry to closets and other areas throughout the facility
- Assists other staff members and is flexible with work schedule to accommodate the needs of the organization.

**OTHER FUNCTIONS**

- Other duties as assigned by the Environmental Services Manager.

**COMPETENCIES AND/OR SPECIAL REQUIREMENTS**

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation.

**QUALIFICATIONS**

- Housekeeping, Laundry or Custodial experience is preferred
- Ability to perform assigned tasks satisfactorily with limited supervision
- Ability to prioritize daily work and complete in a timely manner
- Ability to understand instructions
- Ability to communicate effectively with the Sisters, staff and guests
- Ability to maintain a high level of confidentiality in all matters relating to Sisters, guests and employees
- Ability to work independently and as a team member

**WORKING CONDITIONS**

- Standing, walking, bending, stooping, lifting, stretching, reaching, carrying, grabbing, pushing, climbing, kneeling, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis
- Work requires ability to lift up to 50-75 pounds occasionally with assistance
- Work requires ability to lift up to 25 pounds on a regular basis
- Work requires exposure to cleaning and sanitizing chemicals on a regular basis
- Work requires exposure to wet floors on a regular basis

**ACCOUNTABILITY:** Reports to the Environmental Services Manager

**POSITION LEVEL:** N-3

**FLSA:** Non-Exempt

**DATE PREPARED:** September 2024

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Director or: \_\_\_\_\_ Date: \_\_\_\_\_

Congregational Leadership