

**HOUSEKEEPER II**

DEPARTMENT: Williams Adult Day Center

SUPERVISOR: VP of Adult Day Services

Approved by: Chief Operating OfficerDate: May, 2012FLSA: Non-exempt**POSITION SUMMARY**

Cleans and maintains interior and exterior areas of the building.

**QUALIFICATIONS****Education, Experience, Training:**

High school education preferred. Experience with janitorial services or housekeeping.

**Knowledge, Skills, Ability:**

- Ability to handle cleaning supplies safely
- Good communication and organizational skills
- Ability to be flexible and responsive to changes

**Physical Requirements:**

Lifting of up to 50 pounds, bending, pushing and pulling. Must work with industrial cleaning supplies. Not substantially exposed to adverse environmental conditions.

**ESSENTIAL FUNCTIONS**

80% Cleans and restocks bathrooms, staff lounges, kitchen, tables and cabinets; collects trash; vacuums and mops; dusts furniture and work areas as needed; performs light landscaping duties; sweeps and shovels sidewalks as needed.

20% Assists with participants and meals; assists with laundry and supply room as needed; other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Responsible for own work only.

**AUTHORITY/ACCOUNTABILITY**

Responsible for following safety procedures with chemicals and equipment and for maintaining proper amounts of supplies.

**PROBLEM SOLVING**

Resolves emergency cleaning issues and room set-up adjustments.

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Employee Signature

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Date