



Performs any other relative, relevant duties as assigned.

Conducts routine inspections of own area of assignment to ensure that departmental quality standards are achieved and maintained.

Assists with the effective and efficient operation of the facility and participates in relevant activities.

**EQUIPMENT USED:** Mop, bucket and wringer, vacuum, dusters, cleaning cloths, broom, dustpan, spray bottles, carpet cleaning equipment (Casa only), brushes, squeegee, wet and dry vacuum and other housekeeping equipment.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** One year of experience in hospitality or institutional housekeeping is preferred, but not mandatory.

**LANGUAGE SKILLS:** Ability to accept instruction in English. Basic reading and writing skills. Must be able to read and interpret numbers.

**MATHEMATICAL SKILLS:** Must be able to measure and proportion cleaning chemicals and solvents. Ability to calculate the amount of linen and supplies needed for work assignment.

**REASONING ABILITY:** Must be able to pace work in order to meet deadlines. Will be expected to work safely and respond appropriately to emergency situations. Must possess the ability to remember individual resident preferences and expectations, with regard to their cleaning service, and act accordingly.

**OTHER SKILLS and ABILITIES:** Must be able to work independently and without direct supervision. May be required to perform other housekeeping functions as assigned. Solid interpersonal skills are required, employee works closely with other staff and residents.

**PHYSICAL DEMANDS:** For full duration of shift, stands, walks, stoops, bends, reaches above shoulder and head height and extends arms. Fine manual dexterity required. Frequently pushes and pulls carts and equipment, on mostly level surfaces, which weigh up to 100 lbs. Occasionally lifts and carries up to 50 lbs. Job requires sharp visual acuity.

**WORK ENVIRONMENT:** Works with a variety of people in a given day and may be exposed to extremes in personalities. May be exposed to odors which might be considered offensive. Work environment and equipment generate moderate to high noise levels. Moderate to high exposure to dust and airborne particulates. Handles chemicals which are considered hazardous. May be required to work in apartments in which pets (dogs, cats or birds) are present.

**NUMBER OF PEOPLE SUPERVISED** (Under regular control): 0

Revised April 2010



## JOB ANALYSIS

Department: Housekeeping

Job Title: Housekeeper 1 - Residential

Prepared By: Mary Ann Reyes

Date: April 2010

This job analysis is to assist in proper job placement. Place an "X" in each of the appropriate boxes to describe the extent of the specific activity the employee's job requires.

MATERIAL HANDLING ACTIVITIES		Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
<b>Lifting</b>	Maximum pounds required					
FLOOR TO KNUCKLE	50 lbs			x		
KNUCKLE TO SHOULDER	50lbs		x			
SHOULDER TO OVERHEAD	25lbs	x				
<b>Carrying</b>	50 lbs		x			

NON MATERIAL HANDLING ACTIVITIES		Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
<b>Bending / Stooping</b>						x
<b>Squatting / Crouching</b>					x	
<b>Kneeling</b>				x		
<b>Climbing / Stairs</b>			x			
<b>Pushing / Pulling</b>	100lbs				x	