

Volunteers of America of Oklahoma
Job Description

Title: Housekeeper
FLSA Classification: Non-Exempt
Career Band: Support (S1-S2)
Department: Housing
Reports to: Community Administrator

Job Summary:

Will maintain the interior and exterior of the physical asset in a manner that reflects a safe, clean and pleasant living environment for the residents.

Job Duties:

1. Must adhere to the company's attendance and punctuality policies.
2. Perform routine tasks, normally repetitive in nature, required to effectively sustain a peak level of cleanliness and neatness of the property's physical appearance and curb appeal.
3. Responsible for daily picking up and cleaning the entire community interior and exterior using company-supplied materials and equipment and following manufacturer's directions for same.
4. Clean and pick up trash from around trash dumpster, ensuring a clean and tidy appearance at all times.
5. Maintain cleanliness of office and all other amenity and common area facilities assuring general cleanliness of grounds, laundry rooms, walkways, streets, driveways, parking lots, entrances, foyers, breezeways, recreational areas, etc. May perform exterior building light checks.
6. Thoroughly clean out vacated apartments designated by supervisor.
7. Provide support to the Maintenance Supervisor and rotate emergency on-call duty.
8. Report maintenance problems to Community Administrator when identified.
9. Know or maintain immediate access to emergency numbers (e.g., police, fire department, Community Administrator, Service Coordinator, and maintenance supervisor).
10. Incorporates both safety and customer service in the performance of all job duties.
11. Clean furniture, appliances, and other items in designated common areas.
12. Post notices as required or instructed by supervisor.
13. Attend staff and resident meetings as required.
14. Use various equipment (i.e., range, oven, vacuum cleaner, washing machine, clothes dryer, etc.).
15. Other duties as assigned.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift or move objects weighing up to 10 pounds and occasionally lift or move objects weighing up to 50 pounds. Frequent pushing and pulling (vacuums, doors, dusting, scrubbing, etc.) is also required.

Qualifications and Skills:

Required Qualifications:

- 18 years of age or older.
- Must have and maintain a working telephone contact number.
- Possess a valid Social Security Card.
- Possess a valid Oklahoma Driver's License.
- Have reliable transportation.
- Proof of current car insurance (your name must be on the policy).
- Maintain an acceptable driving record, Oklahoma State Bureau of Investigation criminal history checks, and Community Service Registry Record checks.
- Ability to handle sensitive issues while protecting others' welfare.
- Ability to exercise patience, understanding, creativity, and flexibility.

Preferred Skills:

- Possess a high school diploma or GED.
- Experience providing services aging adults.

Certification of Understanding:

The company reserves the right to revise or change job duties as business needs dictate. It is mutually agreed that this job description does not constitute a written or implied contract of employment. It is understood the company reserves the right to change the work schedule as required, to include overtime.

I have read and understand this job description and the professional expectations of the position and am qualified to perform the duties listed above. I acknowledge this description provides a representative summary of the major duties and responsibilities of the position and that other job related tasks may be assigned by my supervisor.

This position is subject to random drug testing. Refusal to take a drug and/or alcohol test will be grounds for immediate dismissal.

Employee Signature: _____ Date: _____

Employee printed name: _____