



DECATUR HOUSE

Assisted Living in Sandwich Village

Position Title: Housekeeper
Direct Report: Maintenance Director

Job Summary:

Ensures clean and tidy living environment for residents including but not limited to common areas and private living quarters.

Essential Job Functions:

- clean the suites bathrooms toilet, vanity, sink, shower floor
- empty wastebaskets and replace bags
- dust all surfaces
- wipe off all surfaces: window sills, woodwork, counters
- vacuum all rugs
- clean all common areas, bathrooms on a daily basis
- windows
- clean dining areas daily
- spot clean common area windows daily
- clean office areas weekly
- all other assigned duties

Physical Requirements:

- Physically able to bend, reach and work in small areas.
- Physically able to push and pull, equipment and furnishings.