

## **Job Description**



### **Job Title:**

Housekeeper/Laundry

### **Reports To:**

Director of Housekeeping

### **FLSA Classification:**

Non-Exempt.

### **Creation/Last Revised:**

9/2020

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### **Job Summary:**

The housekeeping/laundry staff member will work cooperatively and respectfully with sisters, other team members and guests to create a positive and pleasant environment. On an alternating schedule, provides housekeeping and laundry services. Provides clean and healthy surroundings for all who live, work or visit the St. Rose complex; which includes St. Rose Convent, FSPA Congregational Programs/Services offices, Franciscan Spirituality Center, and the Clare Apartments. Provides laundry services for the St. Rose complex to include, but not limited to, resident personal laundry; bedding; towels for residents, hair care, kitchen, massage, wellness center, pool and guests; and church linens. This person will value the spirit of teamwork through cross-training among teams to strengthen relationships in support of mission and ministry.

**Job Type:** Non-exempt

**Wage Range:** Group 4. Minimum: \$10.41/hour. Maximum: \$15.61/hour.

### **Education & Experience:**

- Knowledge of laundry and cleaning equipment and materials.
- Previous work experience and/or training in housekeeping.

**License requirements:**

**Essential Duties:**

- Identifies with, shares in, and displays a commitment to the mission, philosophy and overall strategies of the Franciscan Sisters of Perpetual Adoration.
- Assures that all sister's rights are maintained at all times. Reports all violations or suspected deviations according to policy.
- Is expected to respond to emergency situations involving the safety of residents, other employees and the facility. This includes the ability to assist with a possible evacuation of residents.
- Works tactfully and cooperatively with visitors, sisters and other staff.
- Is responsible for open, timely and honest communication.
- Maintains a safe and suitable environment for the resident.
- Sweep, scrub, mop and vacuum floors and stairwells. Sanitize railings.
- Dust furniture, window sills, mop boards and door frames. Sanitize telephones.
- Wipe down walls, ceiling and woodwork. Wash windows, door panels and sills.
- Vacuum carpets, upholstered furniture and edging.
- Sanitize bathrooms; including showers, sinks, and toilets. Replenish bathroom supplies.
- Empty wastebaskets, sanitize and provide liners for all.
- Assist Sisters with changing of bedding and rotating of mattress as requested.
- Vacuum, clean and sanitizes walls, buttons and hand rails in all elevators.
- Clean humidifiers and change filters as needed.
- Assist with annual housecleaning duties which includes, but is not limited to, removing all bedding, climbing a ladder to remove drapes and for high dusting.
- Assist with extra work when co-workers are away from work.
- Sort soiled linen and personal laundry using gloves; then loads articles into washer. Add specified amount of detergent or other cleaning agent in the mini-laundry area.
- Lift clean, wet articles from washer and place them into driers for measured time cycles.
- Assist in picking up soiled towels from hair care and wellness center and deliver clean towels to areas.
- Wash and dry towels for residents, hair care, kitchen, massage, wellness center, pool, and guests. Deliver towels to wellness center and hair care as needed.
- Sort dried articles according to type. Fold and place items on appropriate shelf.
- Organize and update labeled shelves for Sisters' laundry.
- Follow schedule for washdays according to the needs of the complex. Post notice for the Sisters if and when laundry days change.
- Arrange for additional laundry needs such as drapes, etc. in cooperation with the Director of Housekeeping.
- Launder church linens as requested.
- Press Sisters' hankies. Press using spray starch on church related items, such as altar cloths and corporal.
- Maintain a neat, clean, and safe working area in the laundry.
- Maintain adequate laundry supplies such as soap and bleaches.
- Monitor and maintain the machines and supplies in the mini-laundry area.
- Inform the appropriate person(s) when an emergency arises or repairs are needed.

- Oversee the volunteers who assist with laundry tasks.

**\*\*Other Duties as Assigned\*\***

**Knowledge, Skills, and Abilities:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work independently, and as a team player.
- Ability to have the foresight to see areas to be cleaned separate from routine cleaning duties.
- Must be flexible to assist others as needed.
- Good communication skills.
- Must be able to work standing for extended periods of time and able to perform repetitive tasks.
- Must be reliable, punctual, and able to work as scheduled; must be alert and safety-conscious.
- Must possess the ability to work with a variety of people and in cooperation with coworkers efficiently and effectively.
- Competent in using laundry machines and other mechanical equipment.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strength: Ability to lift and move supplies from loading areas to storage areas. Requires varying degrees of pushing and pulling, (frequently 25+ pounds, occasionally 50-100 pounds), and lifting (frequently 10-50 pounds, occasionally 50-100 pounds) with assistance.
- Manual Dexterity: Must be able to continuously perform simple manipulative tasks using the required equipment.
- Coordination: Must be able to perform tasks that require good foot and/or hand/eye coordination, steadiness of motion, and the ability to tolerate heights above 8 feet.
- Mobility: Must be able to continuously stand and walk for prolonged periods of time; frequently twist, bend and remain in uncomfortable positions for long periods of time; and frequently squat, crawl or kneel.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mainly indoors but involves occasional outdoor activity. The work setting is well-lighted and clean with some exposure to dust. Heat and humidity are controlled by the building's central system. Appropriate PPE is provided.
- There are rare exposures to blood, body tissues, and fluids, with occasional exposure to hazardous and/or caustic materials and infectious diseases.
- Exposure to moderate noise levels may occur.
- Exposure to toxins is rare.

**Prerequisite:** Physical exam, Tuberculosis screening test, drug screen, criminal background check

**Disclaimer clause**

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required. FSPA reserves the right to change job responsibilities, duties and hours as needed.

I have read and understand the job description. I agree to accept the responsibilities and duties as outlined.

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Signature

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Date