

## **POSITION DESCRIPTION**

**TITLE:** Home Care Cleaner

**REPORTS TO:** Home Care Operations Manager

**POSITION STATUS:** Part Time, non-exempt

### **POSITION OBJECTIVE**

Assist clients to remain in their home by helping maintain a clean and orderly living environment.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES**

#### **General:**

- Thorough Cleaning of Kitchen (including floors, appliances, countertops, etc.)
- Thorough Cleaning of Bathroom(s) (including tub/shower, sinks, mirrors, toilet, floor, etc.)
- Dust and Vacuum all Rooms
- Sweep and Clean all Hardwood/Tile floors (including doorframes and baseboards)
- Shake out dust from Area and Throw rugs
- Collect and Remove all Trash and Recyclables
- Personal and Household Laundry
- Make Bed or Linen Change

#### **Duties Performed Upon Request:**

- Cleaning or defrosting the inside of refrigerator or freezer.
- Cleaning the inside of ovens.
- Cleaning inside closets or cabinets.
- Cleaning normal height windows or sliding doors.
- Load and run dishwasher

### **QUALIFICATIONS, SKILLS & ABILITIES**

- Provide cleaning duties as outlined under duties and responsibilities
- Be self-directed with the ability to work with little direct supervision.
- Have empathy for the needs of older adults.
- Be flexible and cooperative in fulfilling the obligations of the position.
- Understand confidentiality procedures regarding clients
- Have good communication and customer service skills.
- Must possess general knowledge of cleaning chemicals, equipment and procedures.

### **REQUIREMENTS**

- Is at least 18 years of age.
- Minimum one year of house cleaning experience, preferable with older adults.

Date Revised: March 2018

Date Effective: April 2018

- Have command of the English language and the ability to read, write, and follow written instructions.
- Have a valid driver's license and own transportation.
- Must be able to receive and respond promptly to electronic correspondence.
- Must be able to pass with satisfactory results a criminal background check.
- Provide three job references with at least two from house cleaning jobs.
- Ability to lift 20 lbs.
- The desire to help older adults remain active and engaged in their homes and in the community.
- Attend meetings and trainings as required.

**PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, climb stairs, use hands and fingers, talk and hear, reach with hands and arms, twist from side to side, and bend at the knees. The employee may occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

**DISCLAIMER**

This position description is not designed to cover or contain a comprehensive listing of all activities or responsibilities that are required of the employee. Additional duties and responsibilities expected to be performed as necessary.

**An Equal Opportunity Employer**

Surrey Services for Seniors is an equal opportunity employer. This job description will not be used for limiting or excluding any individual from consideration for employment on a basis prohibited by local, state, or federal law. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employee: \_\_\_\_\_

Signature

Print Name

Date

Supervisory: \_\_\_\_\_

Signature

Print Name

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