



Job Title: Housekeeping

Responsibilities:

Daily Check-in:

- Coordinate with the Charge Nurse and review the whiteboard to monitor Residents on the watch list.
- Address emergency cleaning tasks promptly if required.

Communication and Planning:

- Review communication log/appointment book.
- Check for any Resident dietary restrictions for the day.

Meal Service:

- Serve breakfast and lunch in the dining room.
- Clear dishes in the small dining room and outside the elevator (Breakfast Time Only).

Resident Assistance:

- Answer call bells and assist with resident needs.
- Attend to refuse room cleaning and attempt completion when time permits.

Cleaning Tasks:

- Complete cleaning tasks as per schedule.
- Complete Resident room cleaning as scheduled (15 minutes per room, 10 additional minutes for bathroom en suites).
- Record cleaning completion on Common Area Logs (submit on Sundays to ADMIN).
- Record cleaning on Bathroom Cleaning Logs (submit at the end of the month to ADMIN).
- Record cleaning completion or refusal on Resident Room Cleaning Log (submit to ADMIN).
- Notify ADMIN if Residents refuse room cleaning twice in a row.
- Strip and remake beds with clean sheets, clean out closets, dressers, and nightstands when a Resident is discharged.

Spot and Deep Cleaning:

- Perform "Spot cleaning" (picking up garbage, refilling supplies, general wipe down, sweep & mop up spills).
- Conduct "Deep cleaning" for common areas, hallways, rooms, etc.
- Wipe down spills on walls, disinfect handrails, balusters, railings, and doorknobs.
- Dust surfaces, décor items, and wipe down furniture pads and legs.
- Fill soap, hand sanitizer, paper towel & toilet paper dispensers as needed.
- Deep clean bathrooms, including sinks, showers, tubs, and toilets.
- Thoroughly sweep and mop common area floors.
- Empty garbage, restock cleaning cart, empty mop bucket, wash mop head.
- Ensure the Housekeeping (HK) room is left neat and organized and take all collected garbage out to the bin.

Supply Management:

- Order Housekeeping Supplies on Tuesdays when necessary.
- Note: Ensure all cleaning activities are performed with attention to detail and follow health and safety protocols. Regularly communicate with the partner and ADMIN for a coordinated and efficient workflow.