



Gwen's Girls, Inc.
Job Description
HOUSEKEEPER

Job Title: Housekeeper
Department: Residential

Reports to: Senior Counselor
 Exempt **Non-Exempt**

MINIMUM REQUIREMENTS

Education/Knowledge Requirements: A High School Diploma or GED required. A minimum of six months of housekeeping experience preferred, or an equivalent combination of relevant education and/or experience. Ability to work closely with adolescent girls to help teach basic housekeeping skills. Good interpersonal skills.

Clearances Required: Act 33 & 34 Clearances

Physical Requirements: Sitting, standing, kneeling, bending, stooping, reaching over head, speaking, hearing, reading comprehension and the ability to lift and carry 50 pounds.

ESSENTIAL RESPONSIBILITIES

<p>Essential Function #1.</p> <p>Performance Measures:</p>	<p>Promote the philosophy and mission of Gwen's Girls in the provision of all responsibilities, displaying an understanding of the basic philosophies and principles of gender-specific practices and working with clients who have experienced trauma.</p> <p>Observation by supervisors and colleagues of healthy relationships with residents and their children with appropriate boundaries. Client satisfaction reports and comments. Receives satisfactory performance evaluations annually.</p>
<p>Essential Function #2.</p> <p>% of time spent: 75%</p> <p>Performance Measures:</p>	<p>Performs a variety of general housekeeping duties involved in the care and maintenance of a safe and clean environment for group home residents, children and staff. Responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Removes dust, debris, cobwebs and fingerprints from entranceways; • Cleans windows and windowsills and screens; • Maintains clean and clear stairwells and hallways; • Empties trash containers and take trash to dumpster; • Dusts furnishings, rooms, and hallways; • Polishes furniture and baseboards; • Mops, sweeps and waxes floors; • Vacuums carpets; • Cleans and maintains bathrooms in a sanitary condition; replenish supplies; • Ensures the security of any assigned keys and locked areas. <p>Timely and thorough completion of tasks. Periodic checks and observation by Program Manager or designee.</p>

<p>Essential Function #4.</p> <p>% of time spent: 15%</p> <p>Performance Measures:</p>	<p>Maintains the cleanliness of the residents' bed linens. Assists residents with laundering of their clothes and their children's clothes. Maintains the cleanliness of the laundry area.</p> <p>Attends all required trainings and meetings. Meets regularly with supervisor, communicates openly needs, concerns, and ideas; utilizes feedback given in supervisory sessions.</p>
<p>Essential Function #5.</p> <p>% of time spent: 5%</p> <p>Performance Measures:</p>	<p>Completes all required documentation for position. Reports any damages or maintenance problems to Program Manager. Maintains accurate and timely production records and daily count sheets on staff and residents as per requirements/regulations.</p> <p>Submits documentation in timely manner to Program Manager as per policies and required health and safety standards.</p>
<p>Essential Function #6.</p> <p>% of time spent: 5%</p> <p>Performance Measures:</p>	<p>Actively participates in all required team meetings, trainings and supervisory sessions. Including successful completion of Allegheny County Health Department food handling certification every three years.</p> <p>Attends all required trainings and meetings. Meets regularly with supervisor, communicates openly needs, concerns, and ideas; utilizes feedback given in supervisory sessions.</p>
<p>Essential Function #7.</p> <p>Performance Measures:</p>	<p>Performs in accordance with established system-wide competencies</p> <p>Receives satisfactory performance evaluations annually.</p>
<p>Essential Function #8.</p> <p>Performance Measures:</p>	<p>Performs other duties as assigned by Program Manager or designee.</p> <p>Receives satisfactory performance evaluations annually.</p>

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES
<ol style="list-style-type: none"> 1. Ability to communicate verbally and in writing to ensure full compliance with agency and government regulations. 2. Ability to prioritize workflow efficiently in order to meet timelines. 3. Ability to exert and withstand physical effort in job duties. 4. Ability to endure physical movements in cleaning various work areas within work place. 5. Ability to withstand a wide range of temperatures, noise levels, moisture, and odors in the work place. 6. Ability to work without direct supervision at times. 7. Ability to compute basic mathematical calculations. 8. Ability to maintain good coordination. 9. Ability to operate all equipment in job function. 10. Ability to work professionally and cohesively with other co-workers and other departments within Agency.

STATEMENT OF NONDISCRIMINATION

Gwen's Girls, Inc is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy includes the handicapped and all Vietnam-era veterans. Gwen's Girls utilizes only job-related criteria in making decisions concerning applicants and employees.

This description documents the general contents and requirements of the job. It is not intended to be construed as an exhaustive statement of the duties, responsibilities and requirements. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

I have read and agree to carry out the above Job Responsibilities.

Signature

Date