

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Housekeeper**

**Date:** 8/9/2017

**Location:** Elm Grove, WI

**Department:** Environmental Services

**General Summary:**

The Housekeeper, under the direction of the Facilities Manager, performs services to meet our healthcare department's needs for effective sanitation in a safe, thorough and timely manner for the health and comfort of residents, staff and visitors. Backup for linen services is expected. The housekeeper must provide services that are within the philosophy and mission of SSND and according to the policies of the department and facility.

**Essential Duties and Responsibilities:**

- Performs a variety of assigned cleaning tasks, including dusting, mopping, scrubbing, disinfecting, vacuuming and polishing a variety of fixtures and building components according to departmental policy and procedures. Must plan the completion of these tasks daily.
- Requires the ability to work independently and as part of a team without continuous supervision. Must be able to interpret and respond to verbal and written instructions. Must be able to communicate effectively with others by phone and verbally. Must be able to read and understand material safety data sheets and instructions for the use of cleaning chemicals.
- Empties trash containers and removes all trash and recyclables. May empty linen hampers and transport soiled linen.
- Inventories, restocks and replenish supplies such as toilet tissue, paper towels, hand soap, etcetera, located in all assigned areas of the facility.
- Maintains cleanliness of departmental equipment and notifies appropriate personnel as repairs become necessary. Protects equipment from damage by proper use. Assures the safety of residents by properly securing all equipment, cleaning tools, chemicals and supplies at all times.
- Performs interior window washing, wall washing, moves heavily soiled items or furnishings as needed to maintain a clean and sanitary environment.
- Responds to questions and requests from patients, staff and visitors.

**Basic Qualifications:**

- High school diploma or equivalent
- 1 year of experience performing a similar role in a healthcare setting. Experience in cleaning in a more skilled care environment preferred.
- Good organizational skills
- Ability to use Microsoft Outlook, Word and perform basic computer functions.
- Successfully complete a post-offer physical.

**Job Type:** Full-time 1<sup>st</sup> shift

**Benefit Eligible:** Medical, dental, vision, life insurance and retirement benefits are included with this position along with paid-time-off and holiday benefits.

**If you are interested in this position please complete an application.**

**If you have any questions contact:**

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