



BAY WOODS *of ANNAPOLIS*

Housekeeper

General Summary:

Responsible for the cleanliness and neatness of assigned apartments and common areas. You will primarily be cleaning carpets and assisting with set-ups. This is a part-time position from 6-10pm Monday through Fridays. The hours are flexible. Benefits include paid-time off and 401k.

Essential Job Duties:

1. Performs general housekeeping duties in apartments, such as: vacuuming, cleaning bathrooms and kitchens and dusting of all cleared flat surfaces.
2. Accomplishes work in the order of priority set by supervisor.
3. Keeps all housekeeping storage facilities in a clean, organized manner.
4. Attends in-service training and education sessions as assigned.
5. Familiarity with emergency procedures and may be required to assist with evacuations.

Other Duties:

1. Maintains all equipment and supplies in proper condition.
2. Performs specific work duties and responsibilities as assigned.
3. Maintains resident confidentiality.
4. Operates as a member of a team both within and across departments.
5. Performs specific work duties and responsibilities as assigned.

Qualifications:

1. Ability to understand and follow instructions in English, communicates effectively, and performs simple arithmetic. Ability to understand measurements and conversions.
2. High School Diploma or equivalent.
3. Previous housekeeping experience preferred but not required.



Physical Requirements/Working conditions:

Moderate to heavy physical effort 95% of the work day; must be able to stand and walk long distances up to 8 hours per day; must be able to stoop and work from a kneeling position, perform repetitive bending, reaching and stretching. Must be able to lift and carry up to 30 lbs. independently; Must be able to push and/or pull wheeled carts and equipment weighing up to 100 lbs. over tiled and carpeted surfaces over long distances; Must be able to operate a vacuum, work in confined spaces around furniture and breakable objects, and have constant contact with residents; ability to walk 90% of the work day; May be exposed to unpleasant odors, high heat levels, and institutional cleaning chemicals, must observe universal precautions, required to wear slip resistant shoes.

Please state the position you're applying for and send your resume to wbaker@baywoodsofannapolis.com.