



BAY WOODS *of* ANNAPOLIS

Porter

General Summary:

Responsible for the daily cleaning and appearance of the common and non-residential areas of the facility during a 6p-10p shift. Also, may be required to assist with move-in preparation, moving furniture, appliances, and other items deemed necessary. Benefits include a company matched 401k, paid time off, direct deposit, worker's compensation, and an employee assistance program.

Essential Job Duties:

1. Performs both routine and periodic cleaning of common or non-residential areas to prescribed standards and guidelines.
2. Responsible for floor care and cleaning duties as assigned.
3. Provides support for cleanup of leaks, spills, floods, fire, etc.
4. Informs Housekeeping Supervisor of any supply shortages. Reports all infractions of state and federal regulations by company to the Housekeeping Supervisor or other appropriate personnel.
5. Attends in-service training and education sessions as assigned.
6. Familiarity with emergency procedures and may be required to assist with evacuations.

Other Duties:

1. Maintains all equipment and supplies in proper condition.
2. Must possess and exhibit a strong positive attitude toward customer service and have a genuine interest in geriatric care and uphold philosophy of the community.
3. Must possess general knowledge of cleaning chemicals, equipment and procedures.
4. Operate as a member of a team both within the department and across departments.
5. May be required to meet emergency situations.
6. Performs other duties as assigned.

Qualifications:

1. Ability to understand and follow instructions in English, communicate effectively, and perform simple arithmetic.
2. High school Diploma or equivalent preferred.
3. Position requires a minimum of one to three years' experience in housekeeping, preferably in a hospitality or health care environment.



Physical Requirements/Working conditions:

Light to moderate physical effort 90% of the time; may be exposed to the elements (heat, cold, rain, snow); ability to lift 50 pounds; ability to walk 90% of the work day; ability to stoop and stretch occasionally; 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.