

## **JOB DESCRIPTION**

**Job Title:** Housekeeping Supervisor

**Department:** Housekeeping

**FLSA Status:** non-exempt

### **Minimum Eligibility Requirements:**

- Basic knowledge commercial housekeeping functions & duties
- Basic knowledge of janitorial functions & duties
- Basic knowledge of laundry room functions & duties
- Basic computer knowledge to include Microsoft Office products
- Must be able to pass criminal and drug background tests as required by Bureau of Licensing and corporate policies
- Must be able to work respectfully and compassionately with other adults
- Ability to remain calm under stressful situations

### **Essential Functions:**

- Oversee housekeeping, laundry and janitorial positions at Orchard Ridge
- Fill in other areas as needed
- Schedule with maintenance and janitor about vacant rooms for cleaning
- Work closely with admissions
- Work well with residents and staff
- Comply with Orchard Ridge policies and procedures

### **Training:**

- Attend all required in-service training

### **Working Conditions (travel, hours, and environment):**

- Ability to work part time on dedicated schedule

### **Physical /Sensory Requirements (with or without the aid of mechanical devices.)**

- Medium work- Ability to exert 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects
- Long periods of standing and walking with occasional sitting
- Frequent bending, stooping, squatting and reaching
- Occasional twisting and kneeling

### **Compensation:**

- Compensation DOE. Benefits include paid vacation, sick leave, health insurance, 401k, health club membership