



## **POSITION TITLE: HOUSEKEEPING AIDE/FLOOR TECH (FULL-TIME)**

### **POSITION SUMMARY**

Responsible for providing the highest degree of cleanliness in the facility and providing a safe living environment for the residents.

### **ESSENTIAL JOB FUNCTIONS**

- Responsible for maintaining the interior office and living space in the Convalescent Center, Sparks Inn, Alzheimer's Cottage, and HUD apartments to include: dusting and polishing furniture, equipment, mirrors, fixtures, counters, cleaning bathrooms and vacuuming floors and stripping floors.
- Responsible for emptying trash containers and transporting materials to the appropriate disposal area.
- Replenishes paper towels, tissue, soap dispensers, etc., as needed.
- Utilizes appropriate sanitizing guidelines when cleaning sitting areas, restrooms, etc.
- Utilizes appropriate procedures and equipment when cleaning isolation rooms in the Convalescent Center in accordance with sanitation guidelines.
- Responsible for ensuring that all empty apartments are cleaned.

### **OTHER POSITION FUNCTIONS**

- Performs other assignments as designated by supervisor.

### **JOB QUALIFICATIONS**

#### **Education:**

- High School Diploma or GED preferred, but not required.

#### **Experience:**

- Previous housekeeping experience in a hospital, office or residential setting.

#### **Essential Skills**

- Must be able to read, write and understand English.
- Must be able to follow instructions.
- Must be able to work independently.
- Must be able to remain on feet for 100% of the work shift.
- Must be able to bend, reach, stoop, push, pull, and carry in order to perform job tasks and utilize necessary equipment.
- Must relate to residents and staff in a friendly and courteous manner.

### **HOW TO APPLY**

Applicants may download application from website, print, and complete.

Submit applications via:

- Scan and email: [HRintern@christian-city.org](mailto:HRintern@christian-city.org)
- Fax: (770) 510-2447
- Send by mail: 7300 Lester Road, Union City, GA 30291
- Hand Deliver: Main Reception Area