

Rejuvenate

Job Description

Operations Department

Position

Housekeeping

Reports to:

Maintenance Supervisor



Duties and Responsibilities

1. Carpeted areas shall be vacuumed weekly and main traffic area as needed.
2. Vacuum area rugs at pedestrian doors daily.
3. Tile floors shall be mopped and disinfected twice weekly, and spot mopped as conditions dictate,
4. Wood floors shall be swept twice weekly and mopped as conditions dictate.
5. Restroom sinks, countertops, mirrors, toilets, and urinals will be cleaned and disinfected daily.
6. Fill and clean all towel, soap and toilet paper dispensers as needed
7. Restroom waste receptacles will be emptied and cleaned as needed.
8. Dusting of desks, file cabinets, telephones, workstations, tables, windowsills, and other miscellaneous surfaces shall be accomplished weekly or as needed.
9. Empty all recycling and waste receptacles daily.
10. Glass desktops, picture glass and hallway mirrors to be cleaned as needed
11. Inside windows and partition glass to be cleaned quarterly and spot cleaned as needed
12. Wipe down appliances, tables, and countertops in kitchen area daily.
13. Dust HVAC vents and ceiling corners and perimeters bimonthly
14. Pull out refrigerator and sweep and mop floor, vacuum coolant coils quarterly
15. All showers and shower stalls to be cleaned quarterly or as needed.
16. Basement at marketing house to be cleaned quarterly or as needed.

Job Requirements

- A. High School or equivalent diploma preferred

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- B. Ability to lift 50 pounds waist high, intermittently over the course of a normal workday
- C. Ability to pass a pre-employment physical
- D. May require night and / or weekend scheduling in very rare extenuating circumstances



This job description is not intended to be all-inclusive or a complete explanation of duties. Employees are required to perform duties as assigned by their supervisor or management. Eden reserves the right to modify job duties and responsibilities as needed. Job descriptions do not constitute or imply an employment contract.

22 Aug 2023