

Liberty Place, Inc. is an Equal Employment Opportunity Corporation

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| Department: Liberty Place Farmstead | Job Description |
| Job Description Title: Housekeeping and Laundry | Status: Non-Exempt |
| Reports To: Farmstead Administrator | Position Status: Part time - 4 hr shifts |
| Prepared By: Liberty Place, Inc | Revision Date: 2021 |

As a Liberty Place employee you will be required to perform any combination of duties in caring for residents in the assisted living facility. Liberty Place follows the Person Centered Service Plans of the individuals in our care. You will be required to abide by the Liberty Place, Inc Employee Handbook and Policies and Procedures book.

It is the policy of Liberty Place, Inc that the health, safety and welfare of its residents and the provision of a safe workplace be kept as our highest concern. Safety is the responsibility of everyone in the Liberty Place, Inc organization including all staff members, board members, residents and volunteers. It starts with each person taking responsibility for their own personal safety and performing their duties in a manner that keeps themselves and those around them safe. (See Safety Program Policy and Procedure)

Essential Duties:

1. Assist with infection control of residence - Sanitizing all surfaces and laundry
2. Assist with overall cleanliness including dusting, mopping, cleaning resident rooms
3. Laundry for the facility and residents - washing, drying, folding and storing in correct locations
4. Assist with flow of the day as requested by Direct Care Staff, such as:
 - a. Answering phone calls (making sure messages are delivered to the appropriate person)
 - b. Assisting direct care staff with monitoring residents in common areas

Minimum Qualifications:

1. You are able to stand and walk for extended periods
2. Successful completion of a background check
3. Successful Pre-Employment Drug and Alcohol screening and submit to future random Drug and Alcohol Tests according to Liberty Place, Inc Policy and Procedure
4. Experience working with people
5. Demonstrate the ability to communicate in English (reading, writing, speaking and comprehension)

Preferred Competencies:

1. You are able to move from Sitting to Standing multiple times easily
2. You are able to lift 50 pounds
3. You are able to move freely including pushing, pulling, bending, and reaching.
4. Grasping objects including seizing, holding, turning and working with hands.