



## POSITION ANNOUNCEMENT

**TITLE:** HOUSEKEEPER – CASUAL/ON-CALL  
**LOCATION:** Sequoias Portola Valley, 501 Portola Valley Road, Portola Valley, CA 94208  
**FLSA:** Non-Exempt

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### SUMMARY:

Performs a variety of general cleaning tasks in maintaining residential units, nursing facility, public areas, offices, common areas or other assigned areas of the facility in a sanitary and attractive condition.

### ESSENTIAL FUNCTIONS:

- Performs cleaning duties in residential apartments, public areas and offices as necessary including cleaning of bathrooms, kitchenettes and other special cleaning assignments and vacuuming of furniture, floors and drapes.
- May clean nursing facility rooms and public areas in compliance with Title 22. May clean contaminated areas and handle contaminated wastes and linen in compliance with Title 22.
- Operates buffing/shampooing equipment for floor care and maintenance.
- Cleans and inspects windows, furniture and laundry.
- Assists as necessary in functions of laundry worker.
- Delivers laundry, packages and miscellaneous items to residents and departments.
- Prepares furniture placement, drapes and equipment for special events and social functions.
- Lifts and carries furniture to accommodate residents and facility needs. Depending on furniture piece, may move large pieces of furniture with assistance of co-worker. Weights may exceed 75 pounds.
- Recognizes and reports concerns regarding residents' physical, mental and/or emotional status to supervisor.
- Follows strict adherence to established safety and infection control standards.
- Performs related work as required.

### KNOWLEDGE/SKILLS/ABILITIES:

Ability to work closely and positively with other staff. Tact and courtesy in dealing with residents under sometimes trying conditions. Patience and understanding of the aged. Ability to read, speak and follow basic written and verbal instructions. Knowledge and understanding of and ability to comply with work safety practices and guidelines relating to industrial chemicals. Skills to handle all housekeeping equipment including power and hand tools and ladders. Knowledge and understanding of an M.S.D.S. Physical skills and ability to perform work that requires continual standing, walking, stooping, bending and lifting up to 75 pounds.

**QUALIFICATIONS:** No previous experience required. Entry level position.

**SUPERVISORY RESPONSIBILITY:** None.

**APPLY TO:** Housekeeping Supervisor or HR Representative by clicking [here](#).