|  |
| --- |
| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | DOMESTIC WORKER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The position of Domestic Worker consists of performing any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner. It also consists of making beds, replenishing linens, cleaning rooms and halls, and vacuuming. |
| QUALIFICATIONS & REQUIREMENTS: | * High school diploma or equivalent;
* Ability to give full attention to what other people are saying, to actively look for ways to help people, and to manage one's own time.
 |
| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
 |
| TASKS: | * Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts;
* Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, and other work areas so that health standards are met;
* Clean rugs, carpets, upholstered furniture, and draperies, using vacuum cleaners and shampooers;
* Dust and polish furniture and equipment;
* Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas;
* Hang draperies and dust window blinds;
* Keep storage areas and carts well-stocked, clean, and tidy;
* Replenish supplies, such as drinking glasses, linens, writing supplies, and bathroom items;
* Sweep, scrub, wax, or polish floors, using brooms, mops, or powered scrubbing and waxing machines;
* Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary.
 |
| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
|  |  |  |
|  |  |  |
| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |