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| **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. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |