



ACACIA CREEK

RETIREMENT COMMUNITY

Imagine Living The Dream

acaciacreek.org

Housekeeper-Full Time

Our culture is to provide superior service to the members, residents and staff through a sound and progressive model of service/care which aligns our mission, vision and operations. We demonstrate excellence in core services and we understand the true value of time, budgets, safety and satisfaction. We are dedicated to disciplined innovation while creating a culture of continuous quality improvement –we are a learning company. We are committed to sharing our knowledge and being an organization that naturally attracts the best and brightest talent. Employees perform both essential functions and measurable behaviors while being team-oriented, caring and honest.

This position maintains a clean and comfortable environment for staff, residents, and visitors of the Acacia Creek.

Job responsibilities

- Receive and follow housekeeping schedules and instructions from supervisor and as outlined in established procedures.
- Clean/polish furnishings and fixtures in resident's apartments, offices, living and recreational areas as instructed. Clean and sanitize kitchen and bathroom fixtures. Clean windows and ledges as required.
- Clean floors to include sweeping, dusting, damp/wet mopping, disinfecting, as instructed. Assist in floor care techniques such as stripping, waxing, polishing and carpet extraction. Ensure that Caution/Safety signs are properly set up prior to performing duties and safely returns area to its normal condition when finished.
- Clean walls, ceilings, hallways, stairways, and sidewalks as instructed using proper cleaning/disinfecting solutions.
- Dispose of all trash into proper containers and relines trash receptacle with plastic liners.
- Report all defective equipment and malfunctions to supervisor as soon as possible.
- Receive, sort, and wash linen/laundry following schedule and instructions from supervisor and as outlined in established procedures. Remove wet wash to

dryers, sets proper temperature control, folds clean linen and stacks on movable carts. Sort and tag clothes as appropriate. Bag items and deliver to appropriate locations. Clean lint traps daily.

- Assure that all established safety rules/procedures are followed at all times.
- Move furniture and equipment as required.
- Other duties as assigned.

For consideration, please submit resume to: masonicareers@mhcuc.org