**Projects Housekeeper**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

Daily cleaning of floors, corridors and other assigned areas. Project cleaning of walls, lights, windows, vents and carpets as scheduled and when assigned. Move furniture and set up meetings. Wash walls, ceilings, lights and windows.

Must follow all safety standards and wear protective gear as required for the task.

**RESPONSIBILITIES**

* Perform cleaning functions in assigned areas following established schedules and using the prescribed methods:
  + Dry and wet mop floors.
  + Scrub and buff floors.
  + Vacuum carpets.
  + Collect and transport waste to collection area.
  + Move furniture and set up meetings.
  + Wash walls, ceilings, lights and windows.
  + Mixture of chemicals, shampoo resident apartment upon request.
* Assist in cleaning of emergency spills observed or requested.
* Maintain assigned equipment and supplies in proper condition, and submit for repair when needed.
* Protects Community property/equipment and makes sure there are no defects.
* Assist other co-workers as assigned.
* Participate in daily stand up meetings, departmental and community meetings as assigned.
* Notify supervisors on any damages, deficits, and disturbances. Observe and report repairs needed on furniture, building and fixtures.
* Manage reasonable complaints and requests with professionalism and patience.
* Observes and notifies supervisor about noticeable changes in Resident health, demeanor or disposition.
* Complete and Maintain all Compliance Requirements.
* All other duties as assigned.

**QUALIFICATIONS**

* High school education desired, but not required.
* Housekeeping or Projects experience preferred, but on-the-job training available.
* Ability to understand and follow instructions in English,
* Ability to communicate effectively with Residents, Team members, etc.
* Ability to perform and understand simple math and arithmetic.
* Must be able to demonstrate correct use of supplies and equipment.
* Must be available to work weekends and holidays as scheduled.
* Must be able to perform job responsibilities with pets present.
* Attention to detail.
* Good interpersonal and communication skills.
* Must be self-directed and motivated.
* Physical Requirements:
  + Will use cleaning equipment including 20” Roto, commercial vacuums, extractors, bovac, burnisher equipment, 24 oz. wet mops and large wringers.
  + Considerable standing, walking, bending, stooping, reaching and lifting for cleaning task.
  + May have to lift as much as 50-75 pounds. Must be able to climb ladders.
  + May be in frequent contact with strong cleaning chemicals.
  + Occasional outside work as required.
  + Moderate to heavy physical effort 95% of the work day.
  + Must be able to stoop, bend, stretch, squat, stand, and walk for up to up to 8 hours per day.
  + Must be able to stoop and work from a kneeling position, perform repetitive bending, reaching and stretching.
  + Must be able to lift up to 30 lbs. When lifting over 35 lbs., you are required to ask for assistance.
  + Must be able to push and/or pull wheeled carts and equipment over tiled and carpeted surfaces for long distances.
  + May be exposed to communicable diseases, industrial and household chemicals; offensive odors; and elevated heat levels.

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision