

Job Description



Title/Position: Housekeeping Aide - Assisted Living

Department: Assisted Living

Reports To: Director of Assisted Living

Days/Hours: Monday-Friday (32-40 hrs./pay period; flexible days)

FLSA Status: Non-Exempt

Wage Scale: \$16.64-\$21.33

Effective: 01/27/2025

Reviewed: 05/04/2026

JOB SUMMARY:

- a. Performs a variety of general cleaning tasks to maintain resident rooms, offices, hallways and other assigned areas of Appleton Area Health Assisted Living.

STANDARD REQUIREMENTS:

- Supports the mission, vision, and values that make us SHINE at Appleton Area Health.
- Is knowledgeable of resident rights and ensures an atmosphere that allows for the privacy, dignity, and well-being of all residents in a safe, secure environment.
- Supports, cooperates with, and implements specific procedures and programs for:
 - Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair, and maintenance needs.
 - Confidentiality of all data, including resident, employee, and operations data.
 - Quality assurance and compliance with all regulatory requirements.
 - Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
- Supports and participates in common teamwork:
 - Cooperates and works together with all co-workers; plans and completes job duties with minimal supervisory direction including appropriate judgment.
 - Uses tactful, appropriate communication in sensitive and emotional situations.
 - Follows up as appropriate with supervisor, co-workers, or residents regarding reported complaints, problems, and concerns.
 - Promotes positive public relations with residents, family members, and guests.
 - Completes requirements for in-service training, acceptable attendance, uniform dress codes including personal hygiene, and other work duties as assigned.

ESSENTIAL FUNCTIONS:

a. Resident Room Clean

- a. Resident rooms will be cleaned on a rotating schedule ensuring resident rooms are cleaned once a week.
- b. Vacuum all carpeted areas as allowed without moving resident belongings
- c. Mop kitchen floor
- d. Wipe Down Counters and table (Do not move resident belongings.)
- e. Wash resident windows on a schedule established by supervisor

b. Resident Bathroom

- a. Clean and disinfect toilet and shower
- b. Disinfect grab handles by shower and toilet
- c. Wipe counter down
- d. Wipe mirror clean
- e. Mop Bathroom Floor

- c. **Public Women's Bathroom**
 - a. Clean sinks and toilets.
 - b. Clean mirror and refill paper towels, toilet paper (2 extra)
 - c. Take out garbage and mop.
 - d. Wipe off walls next to and behind toilet and spot clean as needed.
- d. **Public Men's Bathroom**
 - a. Clean sinks, toilet, and urinals.
 - b. Clean mirror and refill paper towels and toilet paper (2 extra).
 - c. Wipe off walls behind/next to toilet and spot clean walls as needed.
 - d. Take out garbage and mop.
- e. **Stairwells**
 - a. Sweep and mop stairwells
- f. **Elevator**
 - a. Wipe down control buttons and rails and vacuum/mop.
- g. **Exit Clean Resident Room when Necessary**
 - a. More thorough cleaning when a resident moves out of an apartment.
 - b. Wipe down all surfaces
 - c. Wipe down inside cabinets
 - d. Wipe down inside of Fridge
 - e. Vacuum all carpeted areas
 - f. Mop floors in kitchen, bathroom and closets
- h. **Scheduled Cleaning**
 - a. Wash residents' windows, ceiling fans, and vents on a schedule established by your supervisor.
 - b. Deep clean hallway vents, dust common areas, and other miscellaneous cleaning as assigned.
- i. **Stock Housekeeping Closet**
 - a. Maintain cleaning supplies and order when needed
 - b. Restock toilet paper, paper towels, rags as needed, garbage bags and other miscellaneous supplies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Maintains established AAH and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information and infection control standards.
- Always utilizes excellent customer service skills
- Complies with federal and state regulations and accrediting and licensing agencies at all times.
- Dusts furniture, woodwork, equipment and dust mops floor. Polishes and cleans fixtures in utility rooms and bathrooms.
- Operates vacuum.
- Wet mops rooms, halls, stairways, and other public areas.
- Cleans vents, fans and other requirements using vacuum machines.
- Cleans fixtures, tops of windows, door frames and high areas using a ladder.
- Gathers and disposes of trash and waste materials
- Moves furniture and other objects as required.
- Removes waste and soiled linens from work area and places in specified bags or containers.
- Performs terminal cleaning procedures of resident rooms and prepares room for new occupants; follows isolation procedures in isolation rooms.
- Cleans and disinfects all fixtures, floors, mirrors, windows, doors, and walls of bathrooms.
- Stock cart with rags and mops, fill mop bucket as needed.

- Participates in education programs and in-service meetings
- Attends meetings as required
- Performs other related duties as assigned or requested

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: (The following statement represents the minimum experience and training standards that will be used to admit or reject applicants for interview and selection, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

- EDUCATION/EXPERIENCE: May have less than a high school education; no experience required. On-the-job training will be provided.

PHYSICAL AND MENTAL DEMANDS:

For physical and mental demands of the position and environment, see the following description.

Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAHS in meeting these obligations).					
PHYSICAL DEMANDS (FREQUENCY BASED ON AN 8 HOUR SHIFT)	NOT APPLICABLE	OCCASIONALLY 1-2.5 HR	FREQUENTLY >2.5-6 HR	CONTINUOUSLY >6-8 HR	
STANDING			X		
WALKING			X		
SITTING			X		
REACHING ABOVE SHOULDERS		X			
REACHING AT WAIST LEVEL		X			
REACHING BELOW KNEE		X			
CLIMBING	X				
LIFTING ABOVE SHOULDER <10 LBS		X			
LIFTING ABOVE SHOULDER > 10 LBS		X			
LIFTING FROM FLOOR TO WAIST <10 LBS		X			
LIFTING FROM FLOOR TO WAIST 10-30 LBS		X			
LIFTING FROM FLOOR TO WAIST >30 LBS		X			
CARRY WAIST LEVEL <10 LBS		X			
CARRY WAIST LEVEL 10 - 30 LBS		X			
CARRY WAIST LEVEL TO 31 - 50 LBS		X			
CARRY WAIST LEVEL > 50 LBS		X			
PUSHING/PULLING < 20 LBS		X			
PUSHING/PULLING 21 - 75 LBS		X			
PUSHING/PULLING 76 - 150 LBS		X			
PUSHING/PULLING >150 LBS		X			
WRITING		X			
HEARING				X	
SQUAT/KNEELING		X			
REPETITIVE ACTIONS		X			
KEYBOARDING		X			
DRIVING	X				
SPEAKING				X	
SEEING/VISUAL				X	
PHYSICAL ENVIRONMENT					
X	NOISE		FUMES/GASES	X	CHEMICALS
	HEAT/COLD	X	HUMAN TISSUE/FLUIDS	X	BIOHAZARD MATERIALS

X	INFECTIOUS DISEASE		ANIMAL TISSUE/FLUIDS		DIRT
	MOVING MACHINERY	X	RADIATION	X	LASERS
	VIBRATION		WET/HUMID ENVIRONMENT	X	WORK INSIDE
	WORK OUTSIDE	X	TELEPHONE USAGE		
MENTAL DEMANDS					
X	FREQUENT PEOPLE CONTACT	X	FREQUENT INTERRUPTIONS	X	MULT. CONCURRENT TASKS
X	IRREGULAR WORK SCHEDULE	X	DECISION MAKING SKILLS	X	FREQUENT DEADLINES
	SUPERVISORY SKILLS	X	CONCENTRATION REQUIREMENT	X	ORGANIZATIONAL SKILLS
X	DETAILED WORK	X	ABILITY TO WORK INDEPENDENTLY	X	ABILITY TO WORK W/ OTHERS
SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:					

Disclaimer

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor’s right to modify assignments as necessary. This document does not create a contract for employment.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee’s Name (Printed): _____

Employee Signature: _____

Effective Date: _____