



Lincoln Glen
A CARING COMMUNITY
FOR SENIORS

2671 Plummer Ave., San Jose, CA 95125
(408) 265-3222; Fax (408) 265-2839
LGMANOR.ORG

EMPLOYMENT OPPORTUNITY – Housekeeper/Laundry Personnel

Status: 2 Full Time Positions, 1 Part Time Position

Availability: Flexible availability is required to ensure coverage on weekends and holidays.
Shifts Available: 6:00 A.M. - 2:30 P.M., 8:00 A.M. - 5:00 P.M.

Health screening and TB test are provided by the facility.
Fingerprint and FBI clearance are required and provided by facility.

Housekeepers and laundry personnel are key staff members in the operation of our facility. These positions have ongoing interaction with our senior residents.

Essential Duties & Responsibilities:

1. Receive and follow cleaning schedule and instructions from your supervisor and/or as outlined in our established housekeeping policies and procedures.
2. Duties include cleaning resident's rooms, living/recreational areas, etc.
3. Follow all safety precautions as required by state and federal law.
4. Perform cleaning/sanitizing procedures in ISOLATION ROOMS/AREAS as instructed and in accordance with established infection control policies and procedures.
5. Attend and participate in in-service educational classes, and on-the-job training programs.
6. Attend and participate in workshops, seminars, etc., as approved.
7. Assure that the facility is maintained in a clean, safe and orderly manner for resident comfort and convenience.
8. Ensure that patients rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage complaints, are followed.
9. Other related duties as may become necessary or as directed by your supervisor and/or administrator.
10. Ability to understand and comply with regulations and facility policy in order to ensure the safety of our residents and employees.

Qualifications:

Experience: No experience is required. Must be open minded and want to be part of a senior community. The facility provides ongoing training and in-services to ensure staff understand laws, regulations, expectations and maintaining a safe environment. This position is a good opportunity for individuals who are interested in pursuing further education in healthcare. Many individuals become certified nursing assistants or activity assistants.

Required Knowledge, Skills and Abilities:

1. Be at least 18 years of age.
2. Be able to follow housekeeping practices, procedures and guidelines established by this facility.
3. Ability to work harmoniously with other personnel.
4. Ability to minimize waste of supplies, misuse of equipment, etc.
5. Possess the ability to seek out new methods and principles and be willing to incorporate them into existing housekeeping practices.
6. Be able to follow the written and oral instructions concerning the mixture of cleaning compounds, liquids, cleaning instructions, etc. as directed.
7. Must be able to lift, push, pull and move equipment and supplies throughout the work day.
8. Ability to work in all areas of the facility.
9. Subject to frequent interruptions.
10. Subject to reactions from dust, housekeeping and disinfecting solutions, odors, etc.
11. May be exposed to infectious diseases, substances, etc.

Physical Requirements:

1. Sitting, standing, bending, lifting, pushing, pulling and moving intermittently during working hours.