

POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA

POSITION: HOUSEKEEPER/COOK

DEPARTMENT: HOWARD HAVEN RESIDENTIAL CENTER

WORK SCHEDULE: 8 - 28 Hours per week; as needed
24 hours/ 7 days a week facility

STATUS: Part-Time

FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Cleans rooms, baths, offices, halls, and other areas. Prepares and cooks basic meals from a planned menu for facility residents. Work is performed under the supervision of Howard County Home Superintendent.

DUTIES:

- Plan varied menus to ensure that food is appetizing and nutritionally suitable for residents.
- Prepare food in quantities according to menu and number of persons to be served.
- Perform daily kitchen tasks such as cleaning, putting food away, washing dishes, and defrosting freezers.
- Responsible for all aspects of housekeeping in the following areas; all residents rooms, lounges, dining room, bathrooms, office areas, hallways, porches, basement, and other areas designated by the Superintendent.
- Clean all bathrooms/shower rooms at the beginning and end of the shift checking periodically during the course of the day to insure cleanliness and sanitation.
- Clean floors in residents' rooms weekly and more often as needed.
- Take trash out to dumpster daily and more often if needed.
- Maintain a reasonable inventory of cleaning products and supplies.
- Maintain orderly storage areas.
- Responsible for cleanliness of windows, window shades, blinds, doors, shower curtains, wall hangings, fans, light fixtures, throw rugs, mats, baseboards, furniture, utility sinks, appliances, trash receptacles, air vents, and other cleaning related tasks as assigned by the Superintendent.
- Maintain the linen closets so that they are safe, clean, and orderly.
- Responsible for laundering towels, aprons, sheets, pillow cases, and all residents' personal laundry.
- Assist residents with putting their clothes away in an orderly fashion and maintain neatness of their wardrobes.

- Sweep, scrub, mop, and vacuum floors daily.
- Refill paper towels, toilet paper, and soap as needed.
- Assist with activities, parties, and decorations.
- Assist residents when needed.
- Other tasks and duties assigned by the Superintendent.

EDUCATION AND EXPERIENCE: High school diploma or general education degree (GED). Experience working with the elderly is preferred.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to walk, stand, and use hands. The employee is frequently required to reach with hands and arms, talk and hear, and stoop, kneel, or crouch. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision required by this job include close vision and distance vision.

WORK ENVIRONMENT: Duties are performed mostly in a standard nursing home environment. The employee is exposed to physical hazards normally associated with use of cleaning supplies and while cooking. Employee occasionally works extended, evening and/or weekend hours.

To apply for this position, please complete an application and submit to

Howard County Human Resources
debbie.lorenz@howardcountyin.gov

Or

Fax 765-456-2803

Howard County is an Equal Opportunity Employer