



VACANT POSITION ANNOUNCEMENT

DATE POSTED: 11/08/2012

CUTOFF DATE: 11/15/2012

All applications must be submitted before 3:00pm on the cutoff date indicated above.

JOB POSITION: Housekeeper **DEPARTMENT:** Housekeeping
Full-Time w/ Benefits – Monday thru Friday, 7:00am-3:30pm w/ rotating weekends

DATE POSITION AVAILABLE: Immediately

JOB DESCRIPTION: The Housekeeper is responsible for the daily cleaning of the facility's buildings at River Road. Other primary duties and responsibilities include, but are not limited to, the following:

- Cleans assigned areas daily.
- Performs dry/wet mopping.
- Vacuums.
- Disposes of waste materials
- Washes windows, doors walls.
- Dusts and polishes furniture, blinds, pictures
- Cleans bathrooms.
- Ensures that all safety precautions are followed in the performance of duties (i.e. locking up chemicals, using wet floor signs, etc.)
- Ensures that a welcoming, safe and healing environment is maintained for each patient and family throughout the continuum of care.
- Recommends ways to improve the quality and delivery of services.
- Protects the confidentiality of patient, family, employee and company information.

QUALIFICATIONS FOR POSITION:

- High school diploma or GED is required; and/or equivalent education or experience in job related activities.
- Ability to lift up to 40 pounds; ability to walk, climb, balance, stoop, kneel, crawl, crouch, handle and reach; good dexterity
- Ability to safely and accurately use and store hazardous chemicals including understanding MSDS sheets
- Ability to safely and accurately manage blood/body fluid spills
- If recovering, one year of verifiable abstinence required with active participation in the appropriate Twelve Step program preferred

To apply for the above position, please submit a cover letter along with a current resume to Melissa Grona via fax (615) 432-3384 or email at melissa_grona@cumberlandheights.org. You will be contacted should an interview or other information be desired.

This notice is posted in keeping with Cumberland Heights' policy of offering preferential consideration for new/vacant job positions to current employees. Of course, the employee applicant must be equally or better qualified for the position, as any other applicant.