



Job Title: Housekeeper 2	Unit: Facilities
Status: PT	Location of Position: Athens

Posting Date: June 28, 2019	Application Deadline Date: Until Filled	Job Code/Grade: FES041/B
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Housekeeper 2

Schedule: Varying Shifts and Schedules

Position Summary

Under general supervision, performs any combination of duties to maintain order, sanitation and cleanliness in facilities. Maintains supplies as needed.

Duties and Responsibilities

1. Cleans and straightens assigned areas
2. May collect, sort, launder, transport and distribute linens or uniforms
3. Cleans assigned areas according to established procedures. Observes all precautions and risk management procedures for cleaning, waste disposal and chemical use, etc.
4. Completes all cleaning assignments within established time frame and according to department standards
5. Ensures laundry, housekeeping and floor equipment is in good working condition
6. Thoroughly cleans facilities as assigned, i.e. visitor centers, group areas, rest rooms, etc.
7. Thoroughly cleans dishes, fireplaces, curtains, porches, decks, appliances, etc. as needed
8. Thoroughly cleans floors and walls using appropriate equipment and solutions. Attends to corners, edges and baseboards
9. Picks up litter (inside and outside of facility) and empties trash receptacles on a regular basis
10. Maintains and stocks equipment and supplies as needed
11. Restocks soap, paper and other dispensers as needed
12. May mend linens and assist in preventative maintenance and repair
13. Observes required safety precautions in disposing of contaminated refuse
14. Secures windows and doors before leaving rooms and/or vacant buildings
15. Operates hand tools and power cleaning equipment
16. Conducts review of assigned area before leaving work area, picking up, spot cleaning, etc. as needed
17. Ensures all equipment and furniture is returned to appropriate locations
18. Creates and maintains a high performance environment characterized by positive leadership and a strong team orientation

Minimum Qualifications: High school diploma or GED AND One year of related experience OR High school diploma or GED and One year of experience at the lower level Housekeeper 1 (FES040) or position equivalent.

Certifications, Licenses, Registrations: Valid GA Driver's License

To APPLY

Applications must be received by the deadline date to be considered. Apply for the available position by submitting your resume to jcox@advantagebhs.org. Once your resume is considered, you will be asked to complete the State Application.

Applicants are subject to criminal records, drug screening, employment, and/or background checks.

(Internal) This announcement is ONLY open to employees of Advantage Behavioral Health Systems

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