

KREIDER SERVICES, INC.
Job Description

Job Title: Housekeeper
Department: Maintenance
Reports to: Housekeeping Supervisor
FLSA Status: Non-exempt

Prepared by: Housekeeping Supervisor
Prepared Date: 11/25/02
Revised Date: 7/1/11
Approved By:
Approval Date:



OUR MISSION

Provide meaningful supports to people with intellectual and developmental disabilities in Northern Illinois.

OUR VISION

People reaching their fullest potential by having meaningful opportunities to live, work and participate in their community.

OUR VALUES

- | | |
|--------------------|-----------------------------|
| * Mission Driven | * Respectful Interactions |
| * Teamwork | * Commitment to Excellence |
| * Accountability | * Stewardship |
| * Creativity | * Innovations |
| * Ethical | * Promote Safe Environments |
| * Customer Service | * Celebrating Success |

PHILOSOPHIES THAT GOVERN THIS JOB

- ❖ We are client focused
- ❖ We pursue the capabilities of each individual
- ❖ We teach appropriate choice and independence
- ❖ We provide an atmosphere free of discrimination, abuse and neglect
- ❖ We treat individuals with dignity and respect.
- ❖ We promote an atmosphere of learning

GENERAL JOB DUTIES

To provide general cleaning and house keeping to Kreider Services, Inc. buildings.

ESSENTIAL JOB DUTIES

Clean (dust, mop, and vacuum) offices, classrooms, group homes
Wash windows and walls
Clean lights and vents
Shampoo carpets
Strip and wax floors

ADDITIONAL JOB DUTIES

Other janitorial duties as assigned
Snow removal
Other duties as assigned

QUALIFICATIONS

Two years previous custodial experience in above areas preferred. Must have valid driver's license and have driving record acceptable to Agency insurer. Must be 21 years of age.

PHYSICAL DEMANDS

Works in wide variety of settings, including outdoors in extreme weather conditions. Frequently travels within county, frequently required to work alone. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Must be able to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, finger, grasp, talk, hear, perform repetitive motions. The worker is subject to inside and outside environment, extreme heat or cold for periods of over one hour. Subject to noise that would cause them to have to shout, includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, chemicals, etc. Can be exposed to body waste products.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.