



(2020-37)
5170021

POSITION VACANCY ANNOUNCEMENT
BELKNAP COUNTY

<u>Position Title</u>	<u>Labor Grade</u>	<u>Starting Salary Range</u>	<u>Department/ Division</u>	<u>Posting Date</u>	<u>Work Shift</u>
Housekeeper	2	\$11.59 – \$16.03	Nursing Home	10/22/2020	32 hours

SPECIAL INSTRUCTIONS:

Closing Date for submitting Application: An application is required and may be picked up during normal business hours or one may be downloaded from our website. Resumes are encouraged but will not serve as a replacement for the required application. You can fill out the on-line application and save it to your hard drive. You must print it out, sign it and submit the application to: Deb Laflamme, Human Resources, 34 County Drive, Laconia, NH, 03246; Phone 603-729-1245. Position will remain open until filled with initial interviews scheduled shortly after 10/29/20.

GENERAL SUMMARY:

Under the general supervision of the Housekeeping Supervisor, performs cleaning procedures in accordance with facility policy.

ESSENTIAL JOB FUNCTIONS:

Observes waste disposal procedures in accordance with facility policy.

Assists in the proper care and use of housekeeping equipment and identifies and reports any equipment malfunctions to supervisor.

Reports any observed area in poor repair to supervisor.

Dispenses soap, paper and other housekeeping supplies.

Attends in-service training programs.

Follows Resident's Rights policies and follows facility safety program.

Observes infection control procedures related to the Housekeeping Department.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties do not require any formal education.

Ability to have general knowledge of cleaning materials and safe working habits.

Ability to read and write and to understand and follow written and oral instructions.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

This position may be exposed to indoor and outdoor environments, and may subject to extreme variations of temperature, noise, odors, bloodborne pathogens, and physical, chemical and respiratory hazards.

Balancing, crouching, grasping, pulling, reaching, repetitive movements and stooping are required. May be required to occasionally lift from 51-74 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

**FOR ADDITIONAL INFORMATION INQUIRE AT THE HUMAN RESOURCES OFFICE,
34 COUNTY DRIVE, LACONIA, NEW HAMPSHIRE 03246**

GENERAL PROVISIONS

In the event the County determines applicants are equally qualified and a County Employee seeks by promotion to fill this vacancy, preference will be given to County Employee.

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after five working days.

In the event the County determines applicants are equally qualified after the oral interviews, and an applicant has furnished proof of entitlement with his/her application, a veteran shall receive preference in hiring related decisions.

"An Equal Opportunity Employer M/F/DP/V"