

# AMERICAN BEHAVIORAL HEALTH SYSTEMS, INC. (ABHS)

## DEPARTMENT – FACILITIES - RESIDENTIAL

### JOB DESCRIPTION

**Position Title:** Housekeeper/Laundry

**Job Type:** Full-time/Hourly

**Reporting to:** Maintenance Supervisor

**Job Summary:**

Housekeeper/Laundry personnel ensure the cleanliness and upkeep of residential or institutional facilities by completing housekeeping and laundry services, monitoring supplies, and overseeing repair needs. They must be physically able to perform the job, follow instructions, and have experience in institutional housekeeping and laundering. Successful candidates should maintain a professional and caring attitude towards clients and be able to work independently.

**Responsibilities:**

- Maintain a clean, sanitary, and healthy environment for all staff and consumers at ABHS.
- Supervise and assist clients in completing their house-jobs.
- Complete scheduled laundry services.
- Maintain overall cleanliness and health of the facility.
- Maintain Department of Health records as needed.
- Assess and order housekeeping and janitorial supplies as needed.
- Keep the maintenance department informed of any repair needs daily.
- Establish and maintain a work schedule for housekeeping and laundry duties.
- Clean and maintain rooms and common areas on a regular basis.
- Ensure compliance with contractual obligations, ABHS policies, and state statutes.

**Qualifications:**

- Experience in the areas of institutional janitorial/laundry services.
- Experience in institutional laundering.
- Must be flexible and able to follow instructions.
- Must be familiar with the use and risks of using janitorial and laundry products.
- Must be able to work independently or with minimal oversight.

**Physical Requirements:**

- Must be able to sit, stand, lift, and walk.
- Must be able to stand, bend, stoop, and walk.
- Must be able to push, pull, and lift 50 pounds.

**Work Environment:**

- Moderate noise (inpatient residential treatment facility, light to moderate traffic)
- The work environment is a healthcare facility that may include exposure to infectious materials, hazardous substances, and odors.

This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.