**ADEO JOB OPENINGS**

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Housekeeper

Adeo is a non-profit organization that supports people with disabilities to take their place as full citizens of their community. Our Stephens Farm Brain Injury program provides support to our residents with brain injuries so they may lead lives as independently as possible.

We believe that diversity among our team members is critical to fulfilling our mission. Therefore, we seek to recruit, hire and retain the most talented people from a diverse candidate pool.

If you want to be part of a professional team that is dedicated to providing quality care to a vulnerable population while keeping them COVID free, this job is for you!

**We are looking for a full time Housekeeper**

**Pay Range: $16 per hour**

**DESCRIPTION OF WORK**

Performs detailed housekeeping, cleaning and laundry tasks for the common areas as well as client specific areas of Stephens Farm Brain Injury Residences, common and public areas of Hope Apartments & the Pool area of Adeo Physical Therapy. This housekeeper will also assist with other cleaning duties and related projects as assigned. This position works with people of various backgrounds and must be able to interact respectfully and professionally within a diverse setting.

**Duties and Responsibilities:**

**Stephens Farm**

* Completes Daily Housekeeper Chore List in a timely manner with outcomes of high quality.
* Tasks include sweeping indoors and outdoors; mopping; vacuuming; cleaning toilets and bathrooms; doing laundry; dusting; cleaning vents, window blinds, windows, walls and doors; taking out trash; cleaning and maintaining equipment and tools.
* Coordinates a schedule to efficiently complete daily tasks as well as monthly and quarterly tasks.
* Checks individual apartments for cleanliness and safety.
* Maintains equipment and tools for cleanliness and safety.
* Maintains adequate inventory of supplies needed for tasks.
* Reports any maintenance or safety issues to Supervisor or designee.
* Completes other cleaning duties/projects as requested by Stephens Farm administrative or Adeo Operations team.

**Hope Apartments**

* Tasks include sweeping; mopping; vacuuming; cleaning common use areas that may include bathrooms; dusting; cleaning vents; windows and blinds; walls; doors; ceilings; cleaning and maintaining tools
* Wipes down all surfaces that the public comes in contact with
* Maintains inventory of supplies needed for tasks
* Removes webs and dust from common areas once per month
* Completes quarterly walk through with Operations team to identify deep clean needs and for quality control

**Adeo Physical Therapy Pool Area**

* Performs cleaning tasks as assigned by Adeo Operations team
* Monitor Adeo pool area for cleanliness and complete any needed tasks to maintain sanitary conditions for our patients and the public.
* Maintains supplies needed to complete tasks in this area.

**Qualifications:**

* Previous experience with maintaining clean and safe environments as a housekeeper or janitor
* High standards for personal cleanliness
* High School graduate preferred

**Physical Requirements:**

* Exert 0-50 lbs of force frequently
* Able to pick up and carry loads with safe technique
* Exert moderate amount of force constantly
* Able to go up and down stairs frequently
* Able to climb ladder or step stool and maintain safe balance
* Lift, carry, push, pull, stand, walk, sit, reach, and crouch throughout shift
* Communicate effectively by speaking, reading and writing English language
* Possess visual and auditory acuity

**Contact Chris Montoya at** [**cmontoya@adeoco.org**](mailto:cmontoya@adeoco.org) **if interested.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin