

### **Position Description:**

**Mental Health Resource Center** is seeking a **Housekeeper** for our inpatient facility in the Jacksonville area. The position is located at a community mental health center that provides both inpatient and outpatient services. This position would be assigned to the inpatient hospital setting.

The Housekeeper performs all functions necessary to complete general housekeeping and light janitorial duties according to all applicable standards as directed. The Housekeeper works with a team to ensure a clean and safe setting for patients and staff.

### **Some of the responsibilities of the position include but are not limited to:**

- Responsible for facility wide cleanliness utilizing various cleaning products.
- Maintains aisles, hallways and walkways and ensures they are free of any obstructions that may cause a safety hazard for individuals served, employees and visitors.
- Maintains floors by vacuuming, sweeping, or mopping to ensure they are clean at all times. On a scheduled basis floors will be stripped and sealed; schedule will be prepared by the Facilities Director.
- Maintains all outside walkways, ensuring that no debris is on the sidewalks and ensure walkways are swept daily.
- Empties all trash receptacles and replaces liners at the end of each work day or as needed. Takes the trash to designated area for removal. Cleans areas around trashcan to remove spills or stains as needed.
- Cleans commodes, partitions, sinks, showers, water fountains, mirrors and plumbing fixtures.
- Cleans surfaces in offices and common areas such as office furniture, tables, chairs and countertops. Wipes down furniture as needed or directed to keep free of dust and debris. Wipes down doors, walls, areas around keypads, and baseboards as needed
- Reports any issues requiring a work request to the appropriate manager and assist with the completion and submission of requests.

### **Position Requirements**

In order to be considered candidates must have a High School Diploma or equivalent preferred.

Experience in general housekeeping or housekeeping experience in a health institution preferred.

Requires interaction with individuals who may have a mental illness.

Must clean all areas in accordance with all internal and external procedures, including licensure and accreditation standards.

**Position Details:**

**Full Time Shifts:**

Monday through Friday, 6:30am to 3:00pm (weekend rotation)/ MHRC South  
Monday through Friday, 6:30am to 3:00pm (weekend rotation)/ MHRC North

***These full time positions offer a comprehensive benefits package.***