



JOB OPPORTUNITY

Job Title: Housekeeping
Reports To: Supportive Housing Director
Job Location: Seattle, WA
Hours/Schedule: Full Time

JOB DESCRIPTION

This position is responsible for cleaning resident rooms, bathrooms, dining rooms, offices, halls and other areas in two supportive housing facilities: Kin On Assisted Living Facility and Kin On Adult Family Home.

ROLE AND RESPONSIBILITIES

- Maintain cleanliness of assigned common areas throughout the building by vacuuming, mopping, carpet cleaning, dusting, and other cleaning procedures, including emptying trash and recycling containers, transports trash and waste to disposal area
- Wash beds and mattresses, and remakes beds after discharge of residents
- Keep utility and storage rooms in clean and orderly condition
- Dust furniture, washes walls, ceiling, windows, door panels, sills and woodwork as needed
- Perform scheduled cleaning tasks that may include cleaning laundry rooms, scrubbing walls, cleaning outdoor patio areas, cleaning trash chutes, carpet cleaning, defrosting freezers, cleaning main kitchen and kitchenette areas, and other special assignments
- Respond to emergencies according to policies and procedures
- Observe and reports changes in residents' physical, cognitive, or emotional status to nurse or Supportive Housing Director
- Act as backup to other for vacation and emergency coverage. Duties in this role include assisting with meal service including serving food, cutting foods, opening packages, clearing dishes, scraping plates, and transporting soiled dishes to kitchen
- Other duties as assigned

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Must have a Food Handler Permit upon hire or obtain within 90 days of employment. Food Handler Permit must remain current during employment
- Must be able to read, write, speak, understand, and communicate clearly in English; a secondary Asian language such as Cantonese, Toishanese, Mandarin, Vietnamese, Korean, Japanese or Tagalog highly desired
- Knowledge of WAC laws for Assisted Living Facility and Adult Family Home preferred
- Able to pass a background check through DSHS, WSP and fingerprinting
- Ability to work independently and in a team
- Demonstrate, lead, and inspire excellent customer service to our residents
- Ability to work under pressure and constant interruptions
- Ability to function as a team leader in sharing responsibility for the provision of resident services in cooperation with all other members of the team
- Maintain professional working relationships with all associates, vendors, residents, including their families

TO APPLY: Please send resume to Hiring Manager via Careers@kinon.org. Only qualified individuals being considered will be contacted for an interview.

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocate for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age-friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program. In addressing the unmet needs of the community, Kin On is soon to complete a major capital expansion to include an Assisted Living Facility and Adult Family Home.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. Kin On participates in E-Verify.