



## Planning & Senior Services

**Judith Barris**  
*Executive Director*

**Ronald C. Loos**  
*Board Chairperson*

**Carmen Kuula**  
*Director of Planning & Senior Services*

**POSITION:** Homemaker

**RESPONSIBLE TO:** Senior Services Program Coordinator

**EMPLOYMENT STATUS:** Regular, Full or Part time

**PRIMARY WORKSITE:** 4200 State Road, Ashtabula, Ohio 44004

### **GENERAL RESPONSIBILITIES:**

Performance of light housekeeping tasks in accordance with the Homemaker service.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

Light housekeeping tasks including but not limited to:

- Laundry (including washing, drying, folding and putting laundry away)
- Housecleaning
  - Dusting
  - Sweeping
  - Vacuuming
  - Mopping
  - Washing dishes
  - Wiping down appliances
  - Wiping down countertops
  - Cleaning of bathrooms
  - Changing bed linens
  - Washing inside windows (without use of ladder)
  - Removing trash
- Miscellaneous light housekeeping tasks not specified above

Participate regularly in in-service training events and formal education.

Maintain knowledge regarding safety issues related to the position and report all safety incidents/concerns.

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#### Planning Services

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610  
P:(440) 997-5957 F:(440) 992-3319 [www.accaa.org](http://www.accaa.org)

#### Senior Programs

4200 State Road, Ashtabula, OH 44004  
P:(440) 998-3244 F:(440) 998-0973

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

Perform other duties as assigned as they specifically relate to the mission of the Ashtabula County Community Action Agency.

**SKILLS AND QUALIFICATIONS:**

Ability to demonstrate proficiency in performing light homemaking tasks.

Must be able to communicate effectively.

Confidentiality in all aspects of program operation must be maintained.

Must be able to follow both verbal and written directions and have the ability to work as a team member.

Must be able to travel to any of the designated locations, inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

Position requires ability to bend, climb stairs and lift up to fifty pounds.

All employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

Must comply with ACCAA Drug Free Workplace Policy.

**ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.**

**E.O.E. D.F.W.P.**

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Signature

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Date