

Negaunee Senior Citizens Center

Negaunee Commission on Aging
410 Jackson Street
Negaunee, MI 49866

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(906)475-6266
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Homemaker Aide Job Description

RATE OF PAY

Position is for up to 30 hours a week, depending on funding and client needs, with no comp time. No overtime available. There are no benefits.

GENERAL PURPOSE

The homemaker aide is employed, at-will, to provide light house cleaning to senior citizens in their homes.

SUPERVISION RECEIVED

Homemaker aides are under the direct supervision of the center social work team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Complete house cleaning as listed on homemaker logs
- Complete accurate paperwork to accompany the tasks done.
- Turn in completed paperwork, timesheets and mileage logs on time.
- Adhere to all homemaker policies.
- Attend mandatory training sessions during the year.

QUALIFICATIONS

- Valid driver license and clean criminal background check.
- Access to a phone to receive communication from the senior center.
- Minimum one year of housekeeping/cleaning experience.
- Physical ability to perform the tasks required.
- Friendly and approachable personality.
- Strong desire to help others.
- Ability to take constructive criticism and direction.
- Respect for senior population.
- Patience and willingness to work with challenging personalities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.