ALL DESIGNEES

(1)  Work shall perform the following duties:
(2)  Clean all floors in all buildings designated.
(3)  Sweep, mop or sweep as instructed.
(4)  Dust all stairs, halls, etc.
(5)  Dust cornices, baseboards, steps, grills, and polish furniture.
(6)  Clean toilet bowls.
(7)  Polish all metal objects and clean they elbows.  Clean all woodwork.
(8)  Dust all furniture.  Clean room when patient leaves.
(9)  Clean sliding glass window.
(10)  Clean approaches and utility areas.
(11)  Clean all furniture in bathrooms.  Dust and wipe all patient's furniture in bathrooms. Dust patient's beds, chairs, bedside tables and vanity tables.  Then furniture and mop floor carefully.  Clean inside window sills, doors, inside screens, storm windows, and open pipes.  Polish all metal fixtures, furniture, and woodwork.
(12)  Clean upholstered furniture.
(13)  Dust all lamp shades.
(14)  Dust all venetian blinds.
KITCHEN HELPER

JOB SUMMARY

Performs a variety of unskilled duties in the kitchen, such as cleaning work areas, moving stock, refrigerating, and greasing trays; sweeping and mopping floors; obtaining and distributing supplies and utensils; and watching and stirring cooking foods to prevent burning. Carries dirty cooking utensils to be washed, and returns cleaned utensils to proper places in kitchen. May clean pots and kitchen utensils. Carries out garbage. Delivers food trays to floor diets and collects dirty dishes from trays. May assist in setting up trays and dishwashing, and dessert at meal times. May prepare meals at meal times, and other tasks as assigned. Works with kitchen personnel and kitchen equipment and utensils.