



**MESCALERO CARE CENTER**  
SKILLED NURSING – ASSISTED LIVING  
PO Box 359  
454 Lipan Avenue  
Mescalero, NM 88340  
PH: 575-464-4802    FX: 575-464-4808

---

**\*\*Applications and/or resumes can be submitted at Mescalero Care Center front desk/MCC HR Office or emailed to [mcchr@mescaleroapachetribe.com](mailto:mcchr@mescaleroapachetribe.com)\*\***

**Position Title: Housekeeping/Laundry Aide (1 Position)**

**Department: Mescalero Care Center**

**Employment Status: Non-Exempt**

**Grade: NE4**

**Opening Date: April 30, 2025**

**Closing Date: Open Until Filled**

**Job Summary**

The primary purpose of your job position is to perform the day-to-day activities of the Housekeeping/Laundry Department in accordance with current federal, state, and local standards, guidelines and regulations governing our facility, and as may be directed by the Administrator, and/or Housekeeping Manager, to assure that our facility is maintained in a clean, safe, sanitary, comfortable manner, and that an adequate supply of linen is on hand at all times to meet the needs of the residents.

**Duties & Responsibilities**

- Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.
- Perform day-to-day housekeeping/laundry functions as assigned.
- Perform specific tasks in accordance with daily work assignments.
- Empty and sanitize ash trays daily. (NOTE: Ash trays must be emptied into appropriate metal containers with self-closing cover devices.)
- Clean/polish furnishings, fixtures, ledges, room heating/cooling units, etc., in resident rooms, recreational areas, etc., daily as instructed.
- Clean, wash, sanitize, and/or polish bathroom fixtures. Ensure that water marks are removed from fixtures.

- Clean windows/mirrors in resident rooms, recreational areas, bathrooms, and entrance/exit ways.
- Clean floors, to include sweeping, dusting, damp/wet mopping, stripping, waxing, buffing, disinfecting, etc. (NOTE: Ensure that appropriate caution/safety signs are properly set up prior to performing such duties.)
- Clean carpets, to include vacuuming, shampooing, deodorizing, and disinfecting.
- Clean floors, including sweeping, dusting, and damp/wet mopping. (Note: Assure that appropriate caution/safety signs are properly set up prior to performing such duties.)
- Clean walls and ceilings by washing, wiping, dusting, spot cleaning, disinfecting, deodorizing, etc.
- Remove dirt, dust, grease, film, etc., from surfaces using proper cleaning/disinfecting solutions.
- Clean hallways, stairways, and elevators.
- Perform assigned tasks in accordance with established laundry procedures.
- Collect, sort, and weigh soiled laundry, linen, garments, etc., and place in appropriate containers or assigned areas.
- Sort soiled laundry, linen, garments, etc., and separate those items that require special stain removal/treatment.
- Sort, count, and wash soiled laundry, linen, garments, etc., in accordance with established procedures.
- Press/iron garments as instructed.
- Fold, count, stack, hang, and distribute clean laundry, linen, garments, etc., to residents daily and/or as instructed.
- During emergency conditions, assure that clean laundry, linen, garments, etc., are distributed to designated areas as instructed.

### **Minimum Qualifications**

- High School Diploma or equivalent.
- One to two years' experience in related field.
- Must be willing to work an evenings, weekends, and holidays.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

- Must be up to date on Flu and Covid vaccinations.

### **Work Environment**

- Works in all areas of the facility.
- Moves intermittently during working hours.
- Is subject to frequent interruptions and may need to reschedule cleaning activities.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.
- Communicates with housekeeping personnel and other department personnel.
- Works beyond normal working hours and on weekends and holidays when necessary, as well as in other positions as needed.
- Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- May be required to work on shifts other than the one for which hired.
- Attends and participates in continuing educational programs.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.
- May be subject to the handling of and exposure to hazardous chemicals.

### **Specific Requirements**

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions, to follow instructions, and to accept constructive criticism.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
- Must maintain the care and use of supplies, equipment, etc., and maintain the appearance of housekeeping/laundry areas, must perform regular inspections of resident rooms/units for sanitation, order, safety, and proper performance of assigned duties.
- Must be willing to work harmoniously with other personnel as well as be willing to handle residents based on whatever maturity level at which they are currently functioning.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing housekeeping/laundry practices.
- Must be able to follow written and oral instructions concerning the mixing of cleaning compounds, liquids, disinfecting solutions, etc.
- Must be able to relate information concerning a resident's condition.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.
- Must be able to move intermittently throughout the workday.

- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with the residents, personnel.
- Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.
- Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
- May be necessary to assist in the evacuation of residents during emergency situations.
- Attend and participate in annual facility in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, Safety, etc.)

**\*\*Applications and/or resumes can be submitted at Mescalero Care Center  
front desk/MCC HR office or emailed to  
[mcchr@mescaleroapachetribe.com](mailto:mcchr@mescaleroapachetribe.com)\*\***