**General Position Information:**
This specific job description covers the basics functions, qualifications, requirements, working conditions and skills necessary, but not limited to for successful fulfillment of this position in accordance to the standards of the company.

<table>
<thead>
<tr>
<th>DOL Overtime Status:</th>
<th>Pay Type:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Exempt</td>
<td>Hourly</td>
<td>Emergency Safe House</td>
</tr>
<tr>
<td>Employment:</td>
<td>Base Rate: $12.12/hour</td>
<td>Program: The Haven of RCS</td>
</tr>
<tr>
<td>Full-Time</td>
<td>Level: 3</td>
<td>Reports to: Lead Advocate</td>
</tr>
<tr>
<td>Workers Comp Code:</td>
<td>Benefit Class: Eligible</td>
<td>Supervises: N/A</td>
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<tr>
<td>8864</td>
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</table>

**Position Summary:**
The Residential Aide is responsible for cleaning and organizing the Emergency Safe House of The Haven of RCS, a state certified domestic violence shelter. The Residential Aide will also ensure that guests are provided with necessary personal care items and ensure the freshness of available food.

**Job Specifications/Qualifications:** (Min. knowledge, skills, and abilities required)

<table>
<thead>
<tr>
<th>Education/Training/Experience (or equivalent):</th>
<th>H.S. Degree</th>
<th>College Degree*</th>
<th>Certification/License*</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma or General Education Certificate (GED)</td>
<td>☑️</td>
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<tr>
<td>Three years in cleaning and custodial services</td>
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<tr>
<td>Experience cleaning in communal living facility or setting preferred</td>
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<tr>
<td>Domestic violence advocacy experience a plus</td>
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<tr>
<td>Core Competency certification required within ninety (90) days of hire</td>
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**Technical or Administrative Knowledge:**
- Microsoft office and related programs (Excel, Word, PowerPoint), email.

**Special Skills and Abilities and/or:**
- Detailed cleaning skills with a focus on ensuring hygienic conditions
- Must be able to clean around guests and their children living on site
- Able to calmly handle interruptions and repeat tasks as necessary
- Strong storage and organization skills

**Physical Requirements and Working Conditions:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of a safety concern.

**Key to denote % of time requirements necessary to perform essential functions of this job.**
- 0% = Zero (O) 1-35% = Little (L) 36-70% = Moderate (M) 71-100% = Great (G)

**Physical Requirements:**
- **Light:** Lifting 0-10 lbs. **Moderate:** Lifting 11-25 lbs. **Heavy:** Lifting 25+ lbs.

<table>
<thead>
<tr>
<th>L - Sitting</th>
<th>M - Lifting</th>
</tr>
</thead>
<tbody>
<tr>
<td>L - Taste/Smell</td>
<td>M - Kneeling</td>
</tr>
<tr>
<td>L - Typing</td>
<td>M - Walking M - Bending/stooping</td>
</tr>
<tr>
<td>L - Operate various equipment</td>
<td>M - Reaching above/below the waist</td>
</tr>
<tr>
<td>M - Color / Depth perception</td>
<td>M - Fine hand &amp; finger movements</td>
</tr>
<tr>
<td>M - Climbing stairs / ladders</td>
<td>M - Pushing/pulling movements</td>
</tr>
<tr>
<td>G - Standing</td>
<td></td>
</tr>
</tbody>
</table>

**Working Conditions and Schedules:**
G - Interacting with participants, co-workers.
M - Exposed at times to fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, and vibration.
M - Exposed to various noise levels (L= private office, M= showroom/service area, G= jackhammer/metal works/heavy equipment)
L - Office machines, phones, fax, computers, postage meter, etc.
L - Available to works nights, weekends and holidays.

**Necessary traits for this position:**
- Seeing ☑️ Hearing ☐ Talking* ☑️ Reading* ☑️ Writing*
- Basic comprehension of English language using the traits* marked above for purposes of safety, management direction and job responsibility, and minimal third party interaction.
- Proficiency of the traits* marked above in the following languages for business letters, memos, customer interaction, presentations, demonstrations, employee direction, audits, etc: ☑️ English ☐ Spanish ☐ French ☐ Other ________________
## Job Functions, Unique Duties and Responsibilities:

### Essential Functions include but are not limited to the following:

#### General
- Follow the administrative guidelines and policies established by RCS.
- Maintain a community image consistent with the RCS mission.
- Engage in a relationship with the RCS team which is mutually beneficial, fosters teamwork, and advances the mission of RCS.
- Exercise due care and stewardship of resources which are given to RCS including equipment, food, money, volunteer and staff time.
- Oversee the general physical environment for health, safety and proper maintenance of facilities.

#### Cleaning
- Clean, sweep, mop, vacuum rugs, and sanitize all areas, including kitchen, dining room, common rooms, hallways, common rest rooms, guest restrooms and bedrooms, Youth Activity Center, offices, and volunteer areas.
- Dust fans and blinds as needed.
- Empty all waste baskets inside and around the facility.
- Remove litter and debris around the facility.
- During each shift, complete the Daily Maintenance Log and submit to Lead Advocate, including notification of all repairs needed, and ensuring that all windows are closed and outside lighting is working properly.

#### Organization
- Receive, sort and organize donations received at The Haven of RCS, and store or display donated items as appropriate.
- Clean and organize guest accessible and non-accessible storage areas, including proper labeling.
- Ensure that guest accessible storage areas are sufficiently stocked; if not, notify Management.
- Distribute necessary personal care items to guests.
- Organize refrigerators, freezers, and pantries according to food safety standards, and check food items daily to ensure freshness.

#### Other
- Maintain confidentiality of the agency, program guests and Emergency Safe House location.
- Participate in training opportunities including: the mandatory 24 hour FCADV Core Training and 6 shadowing hours to be registered for confidentiality and privilege; maintain 17 hours of domestic violence training per year.
- Ensure adherence to established safety practices and guidelines, including reporting any equipment, property or non-capital items that are not clean or safe for guests, staff or volunteers to operate.
- Ensure timely reporting of all incidents and accidents to the Lead Advocate.
- Other duties as assigned.

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I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and I can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Signature ____________________________________________________________  Date ____________________