

Posted 07/09/2026



GRANT COUNTY
— HUMAN RESOURCES —

Orchard Manor Housekeeping Aide

Grant County is seeking a Housekeeping Aide to join the team at Orchard Manor. This position is responsible for helping maintain a clean, safe, and sanitary environment for residents, staff, and visitors, with a strong emphasis on health, safety, and quality environmental services.

Benefit-eligible position: 64 hours bi-weekly

Shift: 6:00 a.m. to 2:30 p.m.

Starting Pay: \$18.93 per hour

Position Qualifications

Education:

- High school diploma or equivalent preferred

Experience:

- Previous housekeeping experience preferred

Why join Orchard Manor

If you take pride in maintaining a clean and comfortable environment and want to make a meaningful difference in a county care setting, we encourage you to apply. Orchard Manor offers the opportunity to serve residents in a supportive team environment while contributing to their health, safety, and quality of life.

How to Apply

A Grant County employment application and full job description are available at www.co.grant.wi.gov or by contacting the Grant County Human Resources Department (608)723-2540.

To be considered, applicants must submit a completed **Grant County employment application, no later than 4:00 p.m. on Thursday, July 30, 2026.**

Application materials may be emailed to employment@co.grant.wi.gov or mailed to the address below.

Grant County Human Resources

111 S. Jefferson St. - PO Box 529
Lancaster, WI 53813

This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.

GRANT COUNTY JOB DESCRIPTION

TITLE: Housekeeping Aide

DEPARTMENT/ AGENCY: Orchard Manor

IMMEDIATE SUPERVISOR: Housekeeping Supervisor

PAY GRADE: OM C

FLSA: Not Exempt

NATURE OF WORK

The goal of the Housekeeping Department is to provide Orchard Manor with the best environmental conditions possible with emphasis on health, sanitation, and safety.

MINIMUM QUALIFICATIONS

Education:

Prefer high school graduate or equivalent

Experience:

Prefer experience housekeeping

Knowledge, Skills and Abilities:

Must be able to deal effectively with residents and behavioral disruptions

ESSENTIAL FUNCTIONS

Under general direction

RESIDENT ROOMS:

Daily

- A. Dust furniture, windowsills, etc.
- B. Dust mop floor
- C. Wet mop floor
- D. Bathrooms
 - a. Empty wastebaskets
 - b. Check or replace toilet tissue
 - c. Check or replace paper towels
 - d. Check soap dispenser
 - e. Clean mirror and dispensers
 - f. Clean sink
 - g. Clean stool
 - h. Clean floor
 - i. Spray disinfectant as needed
 - j. Clean thoroughly behind commode, in corners, and under sinks

Weekly

Move all furniture and clean thoroughly, paying special attention to mop boards, backs of furniture, lights, cubicle tracks, etc.

OFFICES:**Daily**

- A. Dust windowsills, pictures, chairs, tables, etc.
- B. Empty waste baskets
- C. Vacuum carpets or cleans floor
- D. Arrange rooms as before

DUTIES AS NEEDED:

- A. Windows, Walls, Mopboards, Curtains, Doors, Wardrobes, & Furniture, Fountains, Handrails, Pictures, Elevators
- B. Report any necessary repairs, e.g., broken light switches, burned out light bulbs
- C. Floors - waxing
- D. Any other duties as assigned by housekeeping supervisor

Rubber gloves and goggles are provided for your safety

SUPERVISION RECEIVED

Supervised by the Housekeeping Supervisor

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS**Strength:**

1. Able to squat, bend, twist, kneel and crawl frequently to clean rooms and furniture; able to remain on knees to clean floors and other hard to reach areas
2. Able to reach from floor to waist, waist to overhead, frequently for cleaning throughout Orchard Manor
3. Able to climb ladder to clean walls & ceiling
4. Able to lift or carry 25 to 50 lbs. Able to remove furniture from rooms for cleaning
5. Good manual dexterity and manipulation skills to operate floor cleaning equipment
6. Able to work with a variety of cleaning chemicals

Mental skills:

1. Able to read and understand English to read labels on cleaning products & use correctly
2. Able to articulate & understand English to communicate with supervisor & other staff members
3. Able to see objects close to read labels & instruction
4. Able to follow, complete, and remember daily job tasks, and instructions to perform cleaning duties

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/01/2018

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

___/___/___
Date