



Homemaker Assistant

Reports To: Homemaker

Classification: Full-time

General Description of Duties:

The duties and responsibilities of this position are categorized into three (3) main functions:

1. Household Maintenance

- Check on elders each Monday and Friday
- Always have a sufficient supply of PPE
- Put water jugs on water coolers
- Put gas into any client's vehicles as necessary
- Wash windows, walls, cleaning of garbage boxes and ceilings as directed
- May be required to remove garbage, recycling and compost from the client's home and take to Landfill
- Report repairs that need immediate attention or fill out work orders
- Socialize from a distance with elders 6' away
- Delivery of notices/information to be delivered
- Assist with groceries as needed

2. Lawn and Garden Maintenance

- Cut grass, rake, weed gardens, prune shrubs and trees and perform other maintenance duties as directed by supervisor
- Complete an initial inspection of client's yards to remove hazards
- Maintain lawns and grass along roadsides
- Operate and maintain power mowers, tractors, electric clippers, pruning saws, and other landscape maintenance equipment
- Stack wood in shed and move to porch
- Clean eavestroughs
- Clean lawn furniture and deck cleaning
- Assist in planting gardens
- Paint decks at Elder's request
- Replace bird feeders
- Remove any exterior debris as directed by the Supervisor

3. Winter Maintenance

- Provide clients with snow removal services
- Clear walkways to ensure the safe access of the clients to their homes
- Ensure snow removal equipment is properly maintained
- Any other duties as assigned

Closing Date: *March 29, 2024 at 4:00PM*

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