

## Home/Personal Support Worker Light Housekeeping Duties & Guidelines

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### Light housekeeping tasks HSW/PSW may perform for client:

- ✓ Wash dishes and kitchen utensils
- ✓ Tidy up immediate living area (i.e., main living area, bedroom)
- ✓ Damp mop to wash kitchen and bathroom floors
- ✓ Dust living area (**Avoid delicate items**)
- ✓ Sweep or vacuum main living area
- ✓ Clean kitchen counter and sink
- ✓ Clean cupboards within reach, refrigerator, and stove no more than once a month
- ✓ Light meal preparation
- ✓ Light grocery shopping - max. 4 bags (**Shopping Request Form must be filled out if money is exchanged between client and Home Support Worker**)
- ✓ Launder and iron client's clothing (Light ironing – no bed sheets/curtains)
- ✓ Change bedding and make the bed
- ✓ Vacuum the mattress
- ✓ Clean windows that are within reach. (**Do not stand on steps, chairs, ladders, or stools.**)
- ✓ Clean bathroom tub, counter, sink, and toilet
- ✓ Medication reminder

### Household tasks HSW/PSW must not perform:

- ✗ Heavy cleaning including washing walls, and windows
- ✗ Cleaning basement or garage
- ✗ Paint and wallpaper
- ✗ Move, push, pull, transfer or lift more than 20 Lbs.
- ✗ Snow removal
- ✗ Get on knees to clean
- ✗ Stand on stools, stepladders, or chairs (**Keep feet planted on floor**)
- ✗ Cut grass, prune trees, rake leaves or weed garden
- ✗ Clean silver and crystal
- ✗ Hand wash clothing or other items
- ✗ Take care of pets and/or clean-up pet excrement
- ✗ Administer medications
- ✗ Transport clients in personal vehicles
- ✗ Ride in client/caregiver vehicles
- ✗ Work in client's home when client is not there
- ✗ Give out their home phone number
- ✗ Accept gifts or tips
- ✗ Work outside of scheduled times (**Tardiness will be accounted for to complete entire scheduled time**)
- ✗ Manage oxygen use
- ✗ No taking down or putting up curtains
- ✗ Borrow anything from client
- ✗ No money is to be exchanged between client and Home Support Worker (**Money exchange for grocery shopping and laundry excepted**)