



Benzie County Council on Aging, Inc.

Supporting Seniors Today, Tomorrow & the Future

HOMEMAKER SPECIFICATIONS

Benzie County Council on Aging (BCCOA) provides homemaker services to Benzie County seniors age 60 and over with physical limitations that prevent them from taking care of their basic housekeeping needs. These individuals are provided one person for two hours every other week to perform routine household tasks that pertain to maintaining a clean and healthy living environment. Occasionally, the needs of the client changes, hours may increase or decrease per assigned visit.

Routine tasks:

- Wash/put away dishes
- Vacuum, sweep, mop floors
- Sanitize surfaces
- Clean sinks, tubs, showers, toilets
- Change bed linens
- Dust
- Assist with laundry as 2 hour time limit permits
- Refer to the “Homemaker Work Order” for complete list of tasks

Homemaker contractor(s) are required to attend an annual training session in addition to quarterly meetings with the Executive Director at the BCCOA administration office.

The homemaker contractor works as an independent contractor and is required to carry their own liability insurance. All independent contractors including their employees and/or workers are required to undergo a background check. The individual(s) are not employees of BCCOA.

Along with the above services, the homemaker contractor is responsible for filling out the necessary paperwork, which includes getting signatures from clients at each visit. The forms are turned in twice a month to the BCCOA office on the 10th and 25th of every month.

10542 Main Street • Honor, MI 49640

Telephone: 231.525.0600 • Toll Free: 888.893.1102 • Fax: 231.325.4855

www.benziecoa.org