

JOB DESCRIPTION

Title of Position: Housekeeper
Department: Housekeeping
Responsible to: Housekeeping Supervisor
Supervisory Responsible For: None

QUALIFICATION FOR POSITION:

- Must have high school education or the equivalent.
- Must have a minimum three years' experience in housekeeping/sanitation.
- Must have a general knowledge of housekeeping practices and procedures, as well as the regulations governing chemicals. Must possess leadership ability and the ability to make independent decisions when circumstances warrant such action.
- Effective communication skills essential.
- Must have the ability to work tactfully and the willingness to work cooperatively with personnel, residents, families, visitors, and government regulatory agencies.

PHYSICAL & ENVIRONMENTAL DEMANDS:

- Ability to read and write effectively in English. Must be able to follow written and oral instructions and able to communicate clearly to all personnel.
- Must be able to relate and work well with the ill, disabled, elderly and at times emotionally upset or hostile people. Must be able to push, pull, move, and/or lift a maximum of 40 lbs. to a minimum of 5 feet and be able to push, pull, move, and/or carry such a weight a distance of 300 feet. Must be able to move intermittently throughout the work day.
- Is subject to exposure to infectious waste and to handling hazardous chemicals.
- Exposure to blood borne pathogens as indicated by the OSHA guidelines and does involve occupational exposure to blood or other potentially infectious materials. The category numbers (1-3) at the end of each position function indicates risk of exposure with 1 the highest and 3 indicating no exposure.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- Assist the Housekeeper Supervisor to implement the tasks of the Housekeeping Department including laundry operations (1).
- Maintain a dress code suitable for the housekeeping department (3).

- Coordinate housekeeping services and activities with other departments to assure that care and services can be performed without interruption (3).
- Assist the Housekeeper Supervisor to conduct frequent inspections of the facility to assure that appropriate housekeeping procedures are being rendered to meet the needs of the facility (2).
- Works 40 hours per week as designated and is on call nights and weekends for emergencies (2).

ESSENTIAL RESPONSIBILITIES OF THIS POSITION:

- Assure confidentiality of all resident information (3).
- Manage time efficiently, adhere to scheduled hours and minimize unscheduled absence. Consistently present an appropriate professional appearance as required by dress code (3).
- Adhere to all safety policies including reporting/removing hazards immediately. Report all unusual occurrences promptly. Use equipment and supplies in an appropriate and cost effective manner (3).
- Attend all required in-service education programs (3).
- ANY OTHER SIGNIFIICANT OR PERTINENT FEATURES OF THIS POSITION.
- Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

I, _____, have read the above job description and understand fully the conditions set forth herein. I will perform these duties to the best of my knowledge and ability. I certify that my direct supervisor has reviewed this job description with me.

Employee Signature

Date