



JOB DESCRIPTION

Job Title: Housekeeper

Department: Environmental Services

Reports To: Director of Plant Operations

Position Summary:

To perform the day to day activities of the Housekeeper in accordance with current federal, state, and local standards to ensure that the facility is maintained in a clean and safe manner.

Qualifications and Requirements:

1. License and Certifications Required: None
2. Educational Requirements:
 - Must be able to speak and understand English
 - Completion of elementary education or otherwise show ability to read, write, and follow oral and written directions
 - Must be at least 16 years of age
3. Experience Requirements: None
4. Special Skills or Training:
 - Positive attitude toward the elderly and coworkers
 - Ability to recognize errors and make adjustments as needed
 - Must be able to use a step ladder
5. Physical Requirements:
 - Lifting: 25 to 40 pounds
 - Standing: 7 or more hours per day
 - Walking: 7 or more hours per day
 - Reaching: 5 or more hours per day
 - Grasping: 7 or more hours per day
 - Hand Coordination: 7 or more hours per day
 - Pushing & Pulling: 6 or more hours per day
 - Ability to Distinguish Smells
 - Ability to Remain Calm Under Stress

Essential Duties and Responsibilities:

1. Perform day to day housekeeping functions and specific tasks as assigned: clean, wash, polish, sanitize, deodorize, and disinfect all areas and items in the facility including furnishings, fixtures, trash bins, windows, mirrors, floors, carpets, walls, ceilings, bathrooms, etc.
2. Use proper cleaning and disinfecting solutions and procedures.
3. Ensure that work areas are maintained in a clean, safe, comfortable, and attractive manner, clearly marked with caution or safety signs as required.
4. Ensure that work areas are free of all hazardous objects and that all equipment, tools and supplies are properly stored at all times.

5. Ensure that established Universal Precautions, Infection Control, Isolation, Fire, Safety and Sanitation policies and procedures are maintained and followed.
6. Promptly report all hazardous conditions and equipment to the Director of Environmental Services, Director of Nursing or Administrator.
7. Ensure that work and cleaning schedules are followed; report all incidents and accidents to the Director of Environmental Services.
8. Coordinate daily housekeeping services with other departments when performing routine cleaning assignments.
9. Ensure resident, patient, visitor, and employee safety while performing all duties and responsibilities.
10. Maintain Resident and Patient Confidentiality.
11. Know and comply with Residents' Rights rules.
12. Treat Residents, Visitors and Co-workers with kindness, dignity and respect at all times.
13. Attend and participate in orientation, training, mandatory education, in-services, staff meetings and education courses as instructed to further improve knowledge and skills.
14. Promote teamwork; encourage others to work to the best of their ability; assist with training of new co-workers, if needed.
15. Have a positive attitude; accept change willingly; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; perform well with minimum supervision; do what is requested without complaint; cooperate with supervisor and show respect at all times; speak well of company and job.
16. Lack of absences and tardiness; request changes to schedule infrequently; give timely notice of absences; take allowed time for breaks; willingly come in when called.
17. Follow company dress code.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all other duties as assigned; I understand the functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date