

Housekeeper Job Description

Supervisor:

Environmental Services Supervisor

Qualifications:

Employment standards for this facility are consistent with EEOC for all people applying for or holding this position.

Education:

A high school diploma or equivalent preferred.

Training:

On the job training will be provided as well as on-going continuing education.

Essential Functions:

1. Perform cleaning procedures in accordance with facility policy.
2. Observe waste disposal procedures in accordance with facility policy.
3. Must be able to follow oral and written instructions.
4. Assist in the proper care and use of housekeeping equipment.
5. Identify and report any equipment malfunction to the supervisor.
6. Report any observed area within the facility that is in poor repair to the supervisor.
7. Dispense soap, paper products and other housekeeping supplies throughout the facility as needed.
8. Assist with laundry duties.
9. Attend in-service training programs for Housekeeping employees.
10. Observe and comply with established infection control and universal precautions practices, and coordinate routine/terminal cleaning procedures with nursing services.
11. Follow Resident's Rights policies at all times.

12. Observe all facility safety policies and procedures including working responsibly to ensure personal safety.
13. Come to work in a clean, neat uniform and consistently present an appropriate professional appearance.
14. Come to work as scheduled and consistently demonstrate dependability and responsibility.
15. Accept assigned duties in a cooperative manner.
16. Assume accountability for all information contained in the Employees Personnel Handbook and all Policy and Procedure Manuals.
17. Accept and perform additional duties as assigned by your department head or Administrator in a cooperative manner.
18. Comprehend and follow all OSHA, State, and Federal policies and regulations.
19. The physical activities in this position involve: balancing, climbing, crawling, crouching, fingering, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive movement, standing, and stooping.
20. An individual in this position will be required to carry or lift weights in the range of 35 to 50 pounds sometimes more with assistance.
21. The sensory and communicative activities essential to the performance of this position including: feeling, hearing, seeing, smelling, reading, writing, and speaking.
22. An individual in this position will be exposed to inside and outside environmental conditions, and physical, chemical, or respiratory hazards.
23. An individual in this position may be exposed to Bloodborne Pathogens.

I _____ (Name Printed) have read and understand the job description listed above and agree to comply with the facility policies and procedures as well as State, Federal, and Local rules/regulations. I understand the safety and well-being of both the residents and staff members is the number one priority of this facility. I am aware that being knowledgeable of and following the policies and procedures listed in this job description are an essential requirement of this position.

Employee Signature

Date