

POSITION DESCRIPTION



POSITION TITLE: Housekeeper

CREATED: October 2006

SUPERVISOR'S TITLE: Health Center/Residential Environmental Supervisor

PERFORMANCE REVIEW: Annual

FLSA Status: Non-Exempt

POSITION PURPOSE

The Housekeeper maintains assigned areas in a clean, sanitary, safe, orderly, attractive manner in accordance with established procedures, and as directed by the Health Center/Residential Environmental Supervisor. The Housekeeper ensures that the highest degree of cleanliness and sanitation is maintained at all times.

POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- ▶ Receive and follow cleaning schedule/instructions from the department director/designee and/or as outlined in the established housekeeping policies and procedures.
- ▶ Clean resident and vacant rooms, bathrooms, living/recreational areas, hallways, and entrance/exit areas; dispose of waste in proper containers.
- ▶ Perform cleaning/sanitizing procedures in isolation rooms/areas, as instructed and in accordance with established infection control policies and procedures.
- ▶ Perform terminal cleaning procedures, as instructed, when a resident is discharged and/or transferred to ensure that the room is ready for new occupancy.
- ▶ Ensure that work/assignment areas are clean and free of equipment, supplies, etc., before leaving such areas on breaks, the end of the workday, etc.
- ▶ Keep work/assignment areas free of hazardous objects, such as protruding mop/broom handles, etc., and ensure that all cleaning supplies, equipment, etc., are replenished and properly stored at the end of the shift/workday.
- ▶ Report all incidents and accidents, unsafe/hazardous conditions, defective equipment, etc.

OTHER FUNCTIONS

- ▶ Attend meetings and participate in committees as requested.
- ▶ Attend and participate in workshops and seminars to enhance skills as well as to maintain a professional status.
- ▶ Perform other related duties and responsibilities as directed.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- ▶ High school diploma or GED is preferred.
- ▶ Six (6) months to one (1) year of housekeeping experience is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶ Ability to operate housekeeping equipment.
- ▶ Ability to interact and communicate with a variety of people, both on a one-on-one basis and in meetings and group presentations; must be able to relate to and work with ill, disabled, emotionally

upset, and sometimes hostile people; must be able to communicate in a manner understandable by older adults.

- ▶▶ Ability to think logically in order to troubleshoot, analyze situations, and make sound business decisions.
- ▶▶ Ability to make independent decisions.
- ▶▶ Ability to handle multiple tasks simultaneously.
- ▶▶ Ability to read labels and follow directions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- ▶▶ Good speaking and listening skills.
- ▶▶ Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- ▶▶ Ability to perform focused work with close attention to detail.
- ▶▶ Ability to work both indoors and outdoors on a campus setting.
- ▶▶ Ability to bend, stoop, lift up to 25 pounds, and push and pull up to 50 pounds.
- ▶▶ Ability to effectively operate a canister/upright vacuum.
- ▶▶ This position is classified as having occupational exposure to blood and other infectious materials.

Printed Name

Employee Signature

Date