

Housekeeper

Reports To	Building Manager
Department	500
FLSA Status	Non-Exempt
EEO Classification	Service Worker

Successful candidates are expected to comply with the general attendance policies.

Successful candidates are expected to comply with all safety policies and procedures.

Primary Purpose

The housekeeper is responsible for general cleaning of the facility both public and resident areas. Areas of responsibility include resident bedrooms, bathrooms, dining rooms, solariums, break room and all other areas assigned by supervisor. Some floor maintenance will be required which includes operating floor machines, auto scrubbers, vacuums, and burnisher.

General Description

None Given.

Essential Duties

	Duties	Frequency
1	Become familiar with cleaning products used by reading and exercising the precautions stated. Contact the supervisor when you do not understand.	15%
2	Keep the areas assigned neat and clean. Report items in need of repair and problems to the supervisor.	15%
3	Nurses stations and bathrooms need to be cleaned and stocked with supplies.	15%
4	Lounges, lobbies and public restrooms need to be kept clean and neat. Entrance door windows kept clean. Furniture dusted and polished.	15%
5	Resident rooms need to be kept clean and orderly (pictures hung straight, windows clean, walls clean, furniture is clean and polished, bathtubs and sinks are clean).	15%
6	Good time management skills are shown when planning the daily routine.	15%

Other Duties

Duties

- 1 Adheres to all safety policies and procedures. Responds appropriately to fire, tornado, and disaster alerts and drills. Follows facility and department safety environmental and infection control standards.
- 2 Maintains confidentiality of resident related information in compliance with HIPPA regulations. Respects confidentiality of the organization, department, staff, residents, and families.
- 3 Presents a positive public image to residents, families, staff, physicians, and visitors. Contributes to team cohesiveness, promotes new ideas, respects peers, and creates a pleasant work atmosphere.
- 4 Accepts assignments designated by supervisor in a positive manner. Is flexible in changing assignments with little notice to accommodate residents and facility needs.
- 5 Gives proper notice of tardiness or absences. Adheres to meal/break times. Uses time clock properly. Accomplishes workload within time allowed.
- 6 Adheres to dress code. Is neat and clean in appearance. Wears nametag at all times while on duty. Follows the facility/department dress code.
- 7 Attends mandatory inservices as required. Attends all other inservices as requested by department manager/administrator
- 8 Other duties that may be assigned by the Department Manager/Administrator.
- 9 Supports the concepts and ideas of culture change/resident centered care. Promotes individual resident choices, routines, and preferences.
- 10 Other Duties as assigned

Minimum Experience And Qualifications

Education: High School Diploma/GED

Ability to follow written and verbal instructions.

Actively promotes teamwork with co-workers, residents, families, volunteers, physicians and staff members of all departments.

Must respect confidentiality.

Experience:

Physical Demands

Physical activities typically performed while on the job.

Activity	Frequency	Hours
Bending/Stooping	Frequently (55%-79%)	
Climbing–Stairs, Ladders, Slope	Occasionally (10%-29%)	
Crawling	Seldom (1% to 9%)	
Grasping/Handling	Occasionally (10%-29%)	
Kneeling	Occasionally (10%-29%)	

Neck Flexion/Extension	Seldom (1% to 9%)
Reaching Forward	Frequently (55%-79%)
Reaching Overhead	Periodically (30%-54%)
Standing	Constantly (80%-100%)
Twisting	Periodically (30%-54%)
Walking	Constantly (80%-100%)

Physical Effort

Physical effort typically applied while on the job.

Lift/Carrying	Distance	Activity	Frequency
0 - 1 lb.			Constantly (80%-100%)
1.1 - 10 lbs.			Frequently (55%-79%)
11 - 25 lbs.			Periodically (30%-54%)
26 - 50 lbs.			Seldom (1% to 9%)
51 - 75 lbs.			Seldom (1% to 9%)
76 - 100 lbs.			Never
Over 100 lbs.			Never

Pushing/Pulling	Distance	Activity	Frequency
0 - 1 lb.			Constantly (80%-100%)
1.1 - 10 lbs.			Constantly (80%-100%)
11 - 25 lbs.			Periodically (30%-54%)
26 - 50 lbs.			Occasionally (10%-29%)
51 - 75 lbs.			Never
76 - 100 lbs.			Never
Over 100 lbs.			Never

Mental And/Or Visual Demands

Mental and/or visual demands typically sustained while on the job.

Demand	Frequency
Ability to care for those who may be unpredictable	Periodically (30%-54%)
Ability to quickly react to stressful situations	Occasionally (10%-29%)

Work Conditions

Work Conditions typically encountered on the job.

Condition	Frequency
Biological Agents	Frequently (55%-79%)
Chemical Agents	Frequently (55%-79%)
Dust	Frequently (55%-79%)
Excessive Cold	Seldom (1% to 9%)
Excessive Heat	Seldom (1% to 9%)
Fumes, Odors	Occasionally (10%-29%)
Noise	Seldom (1% to 9%)
Solvents, Petroleum Products	Never
Vibration	Never

Job Specific Conditions/Demands

Job Specific Conditions and demands typically encountered on the job.

Condition/Demand	Frequency
Driving—Vehicle/Equipment	Never
Hearing	Never
Indoors	Constantly (80%-100%)
Outdoors	Seldom (1% to 9%)
Power Tools/Equipment	Seldom (1% to 9%)
Talking	Periodically (30%-54%)

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organization goals and objects; that compliance with all applicable legal considerations have been met, and the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor/Manager	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
		Dean Matzke	4/1/15
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
	Jessica Looman	Jhooman	4/1/15
Physician Admin	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
	Sara Blair	Dr Blair, LHW, LNHA	4/1/15