

# **HOUSEKEEPER**

## **JOB DESCRIPTION**

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**JOB SUMMARY:** The Housekeeper is present to ensure that the facility is clean and well serviced at all times. Responsible to provide a clean, safe, and sanitary environment for each resident, the resident families and co-workers.

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### **REPORTING RELATIONSHIP:**

Supervised by: Housekeeping Supervisor or Environmental Services Director  
Positions Supervised: None  
Interrelationships: Residents, family, and other health care team members

### **QUALIFICATIONS:**

Educational/Degree 1. Shall be at least sixteen years of age.

Knowledge/Skills/Ability 1. Attends all staff meetings, staff development programs and continuing education programs as required  
2. Adhere to all Department, Administrative and Personnel Policies

### **JOB RESPONSIBILITIES**

1. Provide housekeeping services that maintain the facility clean and well serviced at all times.
2. Responsible for completing daily housekeeping assignments, which include residential suites, common areas and office areas.
3. Responsible to maintain organizational skills of daily tasks to meet the facility standards, regulations and resident needs at all times.
4. Responsible for re-stocking supplies of various departments as assigned.
5. Responsible to follow facility policies and procedures of the housekeeping/laundry department related to proper cleaning techniques and sanitation standards.
6. Ability to adjust daily work assignments to accommodate resident and facility needs.
7. Responsible to maintain housekeeping cart in organized manor, restocking cleaning supplies and paper products as necessary to complete daily tasks.
8. Adhere to all proper sanitation standards: use cleaning supplies and equipment appropriately, and according to manufactures instructions.
9. Report any hazardous conditions and broken equipment to department supervisor.
10. Provides high quality, professional laundry services for residents and the facility.
11. Accurately handle resident personal laundry and linens, minimizing confusion and lost items.
12. Efficiently process laundry following manufactures instructions for sorting, washing, drying and ironing.

13. Ensures proper handling of any contaminated clothing or linens, according to infection control policies.
14. Adheres to Facility Standards.
15. Be attentive to resident and family needs and concerns
16. Understands the cross-functional relationships and cooperation required among departments of the facility.

# PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

## POSITION TITLE: HOUSEKEEPER

*The physical demands and work environment The following factors are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl				X
WEIGHT & FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Lifting Up to 10 pounds				X
Lifting Up to 25 pounds				X
Lifting Up to 50 pounds				X
Lifting Up to 100 pounds		X		
Lifting More than 100 #		X		
Pushing, Pulling Up to 10 pounds				X
Pushing, Pulling Up to 25 pounds				X
Pushing, Pulling Up to 50 pounds				X
Pushing, Pulling Up to 100 pounds		X		
Pushing, Pulling More than 100 #		X		
MENTAL & PSYCHOLOGICAL DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Direct, Control, and Plan Work Activity	X			
Irregular Hours		X		
Read, Write, Speak the English Language				X
Follow Oral and Written Instructions				X
Possess Interpersonal Skills				X
Work Independently				X
Subject to Frequent Interruptions				X
Cope with Mental & Emotional Stress				X
Demonstrate Emotional Stability				X
Cope with Fast Paced Environment				X

ENVIRONMENTAL FACTORS			
	Low	Moderate	High
Exposure to Blood and Body Fluids			X
Exposure to Odors		X	
Exposure to Temperature and Humidity changes			X
Exposure to Toxic Chemicals/Cleaning Products			X
Heat Exposure (>85 degrees)		X	
Cold Exposure (<50 degrees)	X		
Noise Level		X	

SENSORY REQUIREMENTS (With or Without Adaptive Device)	REQUIRED
Close Vision	X
Distance Vision	X
Color Vision	X
Peripheral Vision	X
Hearing	X
Speech	X
Tactile	X
Smell	X
Taste	X