

Category 1, 2, 3, 4
Universal Precautions
Apply (Circle One)

HOUSEKEEPER JOB DESCRIPTION

Department: _____ Date of Hire: _____

General Purpose:

To perform the day-to-day activities of the Housekeeping Department in accordance with current federal, state and local standards, and as may be directed by the Director of Housekeeping and Laundry Services and/or the Administrator, to ensure that the facility is maintained in a clean, safe and comfortable manner.

Qualifications:

- * Must be at least 16 years of age
- * Completion of elementary education or otherwise show ability to read, write and follow oral and written directions
- * Must speak and understand English
- * Positive attitude toward the elderly

Essential Job Functions:

A. Housekeeping Functions

Duties:

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, ashtrays, trash bins, windows, mirrors, floors, carpets, walls, ceilings, bathrooms, etc., using proper cleaning and disinfecting solutions and procedures; ensure that work areas are maintained in a clean, safe, comfortable and attractive manner, clearly marked with caution or safety signs as required; ensure that work areas are free of all hazardous objects and that all equipment, tools and supplies are properly stored at all times; ensure that established Universal Precautions and infection control, isolation, fire, safety and sanitation practices and procedures are maintained and followed when performing housekeeping duties; and, promptly report all hazardous conditions and equipment to the Director of Housekeeping and Laundry Services and/or the Administrator.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, reaching, bending, lifting, grasping, fine hand coordination, pushing and pulling, ability to distinguish smells and temperatures, ability to read and write in English, ability to communicate with residents and personnel and ability to remain calm under stress.

B. Residents' Rights Functions

Duties:

Maintain resident confidentiality; treat residents with kindness, dignity and respect; and, know and comply with Residents' Rights rules.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents and personnel and ability to remain calm under stress.

Other Job Functions:

A. Administrative Functions

Duties:

Ensure that work and cleaning schedules are followed; report all incidents and accidents to the Director of Housekeeping and Laundry Services; and, coordinate daily housekeeping services with other departments when performing routine cleaning assignments.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents and personnel and ability to read and write in English.

B. Staff Development Functions

Duties:

Attend and participate in orientation, training, in-service educational activities and staff meetings and participate and assist in departmental studies and projects as assigned.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to communicate with personnel and ability to understand and follow training and in-service education.

C. Equipment and Supply Functions

Duties:

Ensure that equipment, work and supply carts are properly cleaned and stored; ensure that an adequate level of housekeeping supplies is maintained at all times and advise the Director of Housekeeping and Laundry Services of supply needs; ensure that all lighting is in proper working order at all times; and, assist others in lifting heavy equipment, supplies or articles as requested.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, reaching, bending, lifting, grasping, fine hand coordination, pushing and pulling, ability to distinguish smells, ability to read and write in English and ability to communicate with residents and personnel.

D. All Other Duties as Assigned

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 duties as assigned; I understand the job functions may be altered by management without notice and that I am an at-will employee.

Date

Employee

Supervisor