

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

DIRECTOR OF HOUSEKEEPING AND LAUNDRY SERVICES JOB DESCRIPTION

Department: _____ Date of Hire: _____

General Purpose:

To plan, organize, develop and direct the overall operation of the Housekeeping and Laundry Department in accordance with current federal, state and local standards governing the facility, and as may be directed by the Administrator, to ensure that the facility is maintained in a clean, safe, sanitary and comfortable manner and to ensure that an adequate supply of laundry and linens are on hand at all times to meet the needs of the residents.

Qualifications:

- * Must be at least 18 years of age
- * Completion of secondary education or otherwise show ability to read, write and follow oral and written directions
- * Must speak and understand English
- * Previous experience in a supervisory capacity
- * Training in environmental control and operation of laundry equipment practices and procedures
- * Positive attitude toward the elderly

Essential Job Functions:

A. Administrative Functions

Duties:

Assume administrative authority, responsibility and accountability for supervising and directing the Housekeeping and Laundry Department; assist in planning, developing, organizing, implementing, evaluating and maintaining housekeeping and laundry services; coordinate housekeeping and laundry services and activities with other related departments; inspect and maintain storage rooms, linen closets, utility and janitorial areas of the Housekeeping and Laundry Department; and, assist the Infection Control Coordinator and/or Committee in identifying, evaluating and

classifying routine and job-related functions to ensure that Category I and II housekeeping and laundry tasks are properly classified.

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, tastes and temperatures, ability to read and write in English, ability to communicate with residents, personnel and support agencies and ability to remain calm under stress.

B. Safety and Sanitation Functions

Duties:

Ensure that the facility and department are maintained in a clean and safe manner and that necessary equipment and supplies are maintained and operable to perform required duties and services; ensure that a sufficient level of supplies, disinfectants, equipment, etc. is maintained to provide a clean, safe and sanitary environment; assist in developing, implementing and maintaining infection control, waste disposal and Universal Precautions policies and procedures to ensure that a sanitary environment is maintained at all times and that aseptic and isolation techniques are followed by all housekeeping and laundry personnel; and, ensure that housekeeping and laundry personnel understand and follow Universal Precautions, established safety rules, fire and disaster procedures and departmental policies and procedures while performing daily tasks.

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

Ability to communicate with personnel, ability to read and write in English and ability to distinguish smells and temperatures.

C. Personnel Functions

Duties:

Assist in recruiting, interviewing, hiring, counseling, disciplining and terminating housekeeping and laundry personnel; maintain appropriate documentation and coordinate personnel actions with the Personnel Manager or Administrator; hold regular staff meetings with housekeeping and laundry personnel; schedule department work hours including vacation and holiday schedules, personnel, work assignments, etc. to expedite work; assist in standardizing the methods in which housekeeping and laundry tasks will be performed; and, coordinate services to ensure that daily

housekeeping and laundry services can be performed without interruption.

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 remain calm under stress.

D. Inventory and Planning Functions

Duties:

Recommend to the Administrator the equipment and supply needs of the Housekeeping and Laundry Department; assist in ordering and purchasing equipment and supplies as necessary; assist in developing and monitoring adequate and cost effective inventory control procedures; make periodic inspections of supplies and equipment to ensure that adequate levels are maintained and that equipment is available and working properly; forecast needs of the department and assist in preparing and planning the Housekeeping and Laundry Department's budget for equipment, supplies, and labor and submit to the Administrator for review; and, maintain current written records of department expenditures.

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

Walking, reaching, bending, ability to distinguish smells, ability to read and write in English and ability to communicate with residents, personnel, vendors and support agencies.

E. Residents' Rights Functions

Duties:

Maintain resident confidentiality; treat residents with kindness, dignity and respect; know and comply with Residents' Rights rules; ensure that the residents' personal and property rights are followed by housekeeping and laundry personnel at all times; and, review, promptly report to the Administrator and maintain written records of all resident complaints concerning the department.

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. Support Functions

Duties:

Attend and participate in various committees and meetings of the facility; solicit advice from inter-department supervisors concerning the operation of the Housekeeping and Laundry Department; and, assist in identifying and correcting problem areas and/or the improvement of services, working with the facility's consultants to implement recommended changes as required.

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:

Develop and participate in planning, conducting and scheduling training, orientation and in-service educational activities for housekeeping and laundry personnel; ensure that housekeeping and laundry personnel are performing required duties and that appropriate procedures are being followed; maintain professional competence through participation in continuing education programs, seminars and training programs; and, ensure that all housekeeping and laundry personnel attend and participate in Hazardous Communication and Universal Precautions training programs prior to reporting for work assignments.

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

Ability to communicate with personnel, ability to read and write in English and ability to understand and instruct housekeeping and laundry personnel concerning training and education.

C. 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