



21. Operates environmental services equipment (e.g., vacuums, floor cleaners, buffers, shampooers, etc.).
22. Gather and dispose of trash and waste materials using specified bags and containers. Reline trash receptacles with plastic liner.
23. Moves furniture and other heavy objects as required.
24. Perform terminal cleaning procedures of resident rooms when a resident is discharged and/or transferred. Prepares room for new admissions;
25. Follows isolation procedures in isolation rooms.
26. Honor the residents' personal and property rights.
27. Turn in all found articles to the supervisor
28. Keep work areas neat, clean and orderly and that equipment, tools, supplies, etc., are properly stored at all times, including before leaving such areas for breaks, mealtimes, and end of the workday.
29. Clean work/supply carts, equipment, etc., as necessary/directed.
30. Assure that an adequate inventory of housekeeping supplies are maintained.
31. Report burned-out light bulbs, exit lights, overhead lights, fluorescent lights, room-call lights, etc., to the supervisor as soon as practical.
32. Report all hazardous conditions or equipment not working properly.
33. Report all accidents/incidents to the supervisor.
34. Follow established fire-safety policies and procedures.
35. Maintain the confidentiality of resident-care information.
36. Attend departmental and staff meetings.
37. Attend and participate in in-service educational classes and on-the-job training programs.
38. Performs related duties as assigned or as the situation dictates.

**Risk Exposure Categories:**

- 1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

**PHYSICAL REQUIREMENTS**

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Standing/Walking:				<b>X</b>
Sitting:	<b>X</b>			
Lifting/Carrying: 30 lbs				<b>X</b>
Pushing/Pulling 30 lbs				<b>X</b>
Climbing/Balancing:		<b>X</b>		
Stooping:			<b>X</b>	
Squatting:			<b>X</b>	
Kneeling:			<b>X</b>	
Reaching:			<b>X</b>	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				<b>X</b>
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				<b>X</b>
Seeing: Must be able to read reports, instructions, and observe residents				<b>X</b>
Color Perception: (Red, Green, Amber)			<b>X</b>	
Animals/Plants			<b>X</b>	

**MENTAL/REASONING REQUIREMENTS**

Reading Simple       Writing – Complex       Analysis/Comprehension  
 Reading-Complex       Clerical       Judgement/Decision Making  
 Writing – Simple       Basic Math Skills

**EXPOSURES**

Airborne particles       Explosives       Muscular Strain       Temperature  
 Caustics       Fumes       Noise       Toxicants  
 Chemicals       High places       Odors       Vibration  
 Electrical Current       Moving Parts       Physical abuse       Vision strain  
 Slippery Floors       Weather

**WORK AREA AND ENVIRONMENT:**

Throughout the entire facility

**QUALIFICATIONS:**

Education: High school diploma or GED preferred

Experience: One year's experience in a health-care facility preferred

Job Knowledge: Read, write, and speak English; follow instructions; deal tactfully with personnel, residents, family members, and visitors; properly use supplies and maintain equipment; maintain appearance of housekeeping areas in a safe, clean, and comfortable manner; work harmoniously with other personnel; possess ability to seek new methods and principles, and be willing to incorporate them into housekeeping practices; able to follow written and oral instructions concerning the mixture of cleaning compounds, liquids, cleaning instructions, etc.

Standards: State Health Department

### **BASIC REQUIREMENTS**

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.

**ACCEPTANCE STATEMENT:**

I have carefully read, understand, and accept the job description, including the qualifications and requirements of the position of **HOUSEKEEPER**, and, if employed, I certify that I can and will perform the essential functions of the position.

I understand Universal Precautions Risk Classification Categories may apply to this position and I may be exposed to AIDS, HIV, and hepatitis B viruses.

**This job description supersedes all prior written and unwritten policies, including any prior job descriptions. Nothing contained in this job description or in any other statement of Facility philosophy, including statements made in the course of performance evaluations and wage reviews, should be taken as constituting an expressed or implied promise of continuing employment.**

**This job description is not a contract, expressed or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long term, you are free to terminate the employment relationship at any time for any lawful reason or no reason. The Facility reserves the same right. Please understand that no supervisor, Administrator or representative of the Facility may enter into an oral employment contract. The President of the Facility, or his representative designated in writing, are the only Facility officials who have the authority to enter into any agreement with you for employment for any specified period of time.**

**Further, any employment agreement entered into by the President, or his designated representative will not be enforceable unless it is in writing.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date