



## **JOB DESCRIPTION**

**POSITION TITLE:** Housekeeping

**RESPONSIBLE TO:** Human Resources Director

**JOB SUMMARY:** This position is responsible in keeping the facility in a clean, sanitary, orderly and attractive condition. To provide a pleasant living environment for the residents and an organized and safe working environment for the staff.

### **RESPONSIBILITIES/ DUTIES:**

- To sweep, vacuum, dust, wash, wax scour and sanitize areas as assigned; must move furniture and equipment as necessary to clean.
- To observe and use proper procedure for waste disposal per facility policy.
- To perform cleaning procedures in accordance with facility policy.
- Demonstrates ability to properly use chemicals, understands and adheres to facility Right to Know Policy and possesses knowledge of MSDS for chemicals used to perform functions of job.
- Uses proper body mechanics to move furniture, wash bathrooms, windows, etc.
- Ability to use step stool to climb and reach light fixtures, curtains, tops of doors, closets, etc.
- Ability to dispense soap, paper, and other housekeeping supplies, refills products in resident rooms, restrooms, etc.
- Ability to care for and use housekeeping equipment such as vacuum, carpet sweeper, etc.
- Ability to observe Universal Precautions and Infection Control procedures related to Environmental Services.
- Attend mandatory in-services and staff meetings as requested.
- Understand and follow Vulnerable Adults Act and Abuse Policy.
- Recognizes and acts on safety hazards – wipes up spills or wet spots off floor, keeps hallways uncluttered when using cleaning equipment.

- Uses proper caution signs and safety procedures around residents when cleaning.
- Keeps harmful chemicals safely stored and away from residents.
- Ability to plan work so minimal disturbance is caused to residents.
- Ability to give constant attention to detail to complete thorough cleaning.

**MARGINAL FUNCTIONS:**

- Ability to learn and assist in other areas of the facility.
- Ability to report any unobserved area in poor repair to the Human Resources Director.
- Reports needs of supplies to the Human Resources Director.
- Offers suggestions and ideas for improvement.

**SUPERVISORY RESPONSIBILITIES:**

Demonstrates an acceptance and assists with on-the-job training as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION AND EXPERIENCE:**

High school education/GED. No experience required, will train.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-to-one and small group situations to customers, residents and other employees.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**REQUIRED SKILLS AND ABILITIES:**

- Must be punctual, attendance satisfactory; provide proper notice of tardiness or absences.
- Attends meetings as required.
- Must follow facility dress code; maintain good personal hygiene and grooming.
- Must be mature and emotionally stable; use a calm, kind tone of voice with residents, staff and family members.
- Must be able to prioritize and organize work efficiently to accomplish workload within time allotted.
- Must be adaptable and flexible to changing situations.
- Must be compassionate toward the elderly, and work with tact and ethical awareness, ensure personal resident information is kept confidential.
- Must work as a team member. Is willing to help others, assist with maintaining a clean work and storage area.
- Must maintain a positive attitude.
- Must respond appropriately to safety hazards, fire drills and emergency situations.
- Must follow safety rules and regulations.
- Report injuries/accidents to Human Resources immediately per facility procedures.

This job description is not mean to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the Human Resources Director.

Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only and is not intended to imply a written or implied contract of employment.

I \_\_\_\_\_, have read the Housekeeper job description and fully understand the conditions set forth therein, and I will perform these duties to the best of my knowledge and ability.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date