

Christian Health Care Center

Mission: *Providing skilled health care services with compassion and love in Christ's name."*

JOB DESCRIPTION

TITLE: **Housekeeping**
DEPARTMENT: **Environmental Services**
REPORTS TO: **Environmental Services Director**
FLSA STATUS: **Non-Exempt, Hourly**

JOB SUMMARY: This entry level position is responsible for the daily cleaning of resident rooms and other facility common areas to prescribed cleaning standards.

ESSENTIAL JOB FUNCTIONS:

1. Works alongside employees to promote a team effort and maintain the highest quality resident service.
2. Good attendance is an essential requirement of this position.
3. Competent with chemical usage, MSDS location, and eye wash station use.
4. Establishes routine for completing housekeeping routes and CHCC cleaning practices.
5. Gains knowledge of chemical use and safety precautions and basic skills of janitorial equipment and supplies.
6. Assists with room changes and discharges.
7. Completes routes thoroughly and on time.
8. Cross trains into laundry as needed.
9. Demonstrates proper use of Personal Protective Equipment and precautions in isolation rooms and infectious areas.
10. Receives daily direction from Environmental Services Director.

OTHER JOB FUNCTIONS:

11. Performs other duties as assigned by Environment Services Lead or Director.
12. Attends in-services and meetings as requested.
13. Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
14. Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
15. Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

WORKING CONDITIONS AND EQUIPMENT USED:

Work is performed in a fast-paced long-term care facility environment with resident and public contact and frequent interruptions. Incumbents must be service-oriented and able to effectively utilize various cleaning equipment and tools. Will be exposed to bio-hazardous waste materials. May be required to wear a respirator.

QUALIFICATIONS:**Education, License, and Experience**

- Previous work experience preferred but not required.

Knowledge, Skills, and Abilities

- Able to read and comprehend written and spoken English.
- Punctual and dependable attendance.
- Able to perform physical tasks listed below and repeatedly lift 50 pounds.
- Ability to verbally communicate in a pleasant, professional manner.
- Ability to work well with others.
- Ability to work independently and stay on task.
- Ability to troubleshoot and do minor problem solving.

GENERAL PHYSICAL/MENTAL REQUIREMENTS:

Strength: Lifting, carrying, and maneuvering cleaning supplies; typically weighing 50 pounds or less. Trunk strength to perform cleaning tasks.

Manual Dexterity: Ability to perform routine housekeeping tasks; ability to maneuver arms and hands for mopping and hand washing various equipment.

Mobility: Ability to move throughout the facility; ability to stand and sit for long periods of time; stooping, kneeling and bending needed to stock and clean equipment.

Visual Discrimination: Focusing on various forms, charts or records while performing routine functions; ability to visually identify the cleanliness of facility and equipment.

Hearing: Ability to hear individuals speaking over the phone or in-person.

Speech: Ability to speak clearly and make self understood in a one-on-one situation, as well as a variety of formal and informal group settings.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.