

Housekeeper

Tasks assigned to this position may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals.

Purpose of Your Job Position

The primary purpose of your job position is to perform the day-to-day activities of the Housekeeping Department in accordance with current federal, state, and local standards, guidelines and regulations governing our facility, and as may be directed by the Administrator, and/or the Director of Housekeeping, to assure that our facility is maintained in a clean, safe, and comfortable manner.

Delegation of Authority

As **Housekeeper**, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

Miscellaneous Information	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function (✓=NO)	Safety Factors			Competency Evaluation	
			Function Requires Repetitive Motion (✓=YES)	MINIMUM Weight Lifting Requirements Apply to Task (✓=YES)	Function Requires Prolonged Sitting, Standing, Bending, etc. (✓=YES)	Performs Function Satisfactorily (✓=NO)	Needs In-Service Training (✓=YES)
Duties and Responsibilities							
Administrative Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Ensure that work/cleaning schedules are followed as closely as practical.	3			✓			
Report all accidents/incidents to your supervisor no matter how minor they may be. (NOTE: Such occurrences must be reported on the shift in which they occur.)	3						
Coordinate daily housekeeping services with nursing services when performing routine cleaning assignments in resident living and/or recreational areas.	3			✓			
Agree not to disclose assigned user ID code and password for accessing resident/facility information and promptly report suspected or known violations of such disclosure to the Administrator.	3						
Agree not to disclose resident's protected health information and promptly report suspected or known violations of such disclosure to the Administrator.	3						
Report any known or suspected unauthorized attempt to access facility's information system.	3						
Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training

Personnel Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Attend departmental and staff meetings as directed or called.	3						
Perform specific tasks in accordance with daily work assignments.	3			√			
File complaints/grievances with your supervisor.	3						
Report known or suspected incidents of fraud to the Administrator.	3						
Ensure that departmental computer workstations left unattended are properly logged off or the password protected automatic screen-saver activates within established facility policy guidelines.	3						
Staff Development							
Participate and assist in department studies and projects as directed.	3						
Attend and participate in in-service educational classes, on-the-job training programs, etc., as scheduled or as directed.	3						
Attend and participate in annual facility in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, Safety, etc.)	3						
Safety and Sanitation							
Follow established fire safety policies and procedures.	3						
Follow established safety precautions when performing tasks and when using equipment and supplies.	3			√			
Wear and/or use safety equipment and supplies (e.g., back brace, mechanical lifts, etc.) when lifting or moving heavy objects.	3			√			
Ensure that assigned work areas are maintained in a clean, safe, comfortable, and attractive manner.	3			√			
Keep work/assignment areas free of hazardous objects such as protruding mop/broom handles, unnecessary equipment, supplies, etc.	3			√			
Follow proper techniques when mixing chemicals, disinfectants, and solutions used for cleaning. Refer to manufacturer's instructions when necessary.	2			√			
Follow established policies governing the use of labels and MSDSs.	3						
Report all hazardous conditions or equipment to your supervisor.	3						
Ensure that established infection control and universal precautions practices are maintained when performing housekeeping procedures.	3						
Participate in appropriate in-service training program prior to performing tasks that involve potential exposure to blood, body fluids, or hazardous chemicals.	3						
Report missing or improperly labeled containers of hazardous chemicals to your supervision.	3						
Use appropriate personal protective equipment and supplies when handling infectious materials and/or hazardous wastes or chemicals.	2			√			
Follow established handwashing procedures.	3						
Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training

Safety and Sanitation (continued)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Dispose of refuse daily in accordance with our established sanitation procedures.	2			√			
Follow established policies governing the use/disposal of personal protective equipment and disposal of infectious wastes.	3						
Coordinate routine/terminal isolation procedures with nursing service.	3			√			
Other(s) that may become necessary/appropriate to assure that our facility is maintained in a clean, safe, and comfortable manner.	3						
Equipment and Supply Functions							
Ensure that an adequate supply of housekeeping supplies to perform daily tasks is maintained in utility/janitorial closets.	3			√			
Keep supervisor informed of supply needs.	3						
Report burned out light bulbs, exit lights, overhead lights, fluorescent lights, room call lights, etc., to your supervisor as soon as practical.	3						
Assist others in lifting heavy equipment, supplies, etc., as directed or requested.	3			√			
Clean work/supply carts, equipment, etc., as necessary or directed.	2			√			
Ensure that equipment is cleaned and properly stored at the end of the shift.	3			√			
Housekeeping Services							
Perform day-to-day housekeeping functions as assigned.	3			√			
Perform specific tasks in accordance with daily work assignments.	3						
Empty and sanitize ash trays daily. (NOTE: Ash trays must be emptied into appropriate metal containers with self-closing cover devices.)	3			√			
Clean/polish furnishings, fixtures, ledges, room heating/cooling units, etc., in resident rooms, recreational areas, etc., daily as instructed.	2			√			
Clean, wash, sanitize, and/or polish bathroom fixtures. Ensure that water marks are removed from fixtures.	2			√			
Clean windows/mirrors in resident rooms, recreational areas, bathrooms, and entrance/exit ways.	2			√			
Clean floors, to include sweeping, dusting, damp/wet mopping, stripping, waxing, buffing, disinfecting, etc. (NOTE: Ensure that appropriate caution/safety signs are properly set up prior to performing such duties.)	2			√			
Clean carpets, to include vacuuming, shampooing, deodorizing, and disinfecting.	2			√			
Clean walls and ceilings by washing, wiping, dusting, spot cleaning, disinfecting, deodorizing, etc.	2			√			
Remove dirt, dust, grease, film, etc., from surfaces using proper cleaning/disinfecting solutions.	2			√			
Clean hallways, stairways, and elevators.	2			√			
Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training

Housekeeping Services <i>(continued)</i>	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Discard waste/trash into proper containers and reline trash receptacle with plastic liner.	2			√			
Clean vacant rooms as assigned.	3			√			
Ensure that work/assignment areas are clean and that equipment, tools, supplies, etc., are properly stored at all times, as well as before leaving such areas for breaks, meal times, and end of the work day.	2			√			
Perform isolation cleaning procedures in accordance with established infection control procedures.	1			√			
Discard infectious wastes into appropriate containers.	1			√			
Budget and Planning Functions							
Report suspected or known incidence of fraud relative to false billings, cost reports, kickbacks, etc.	3						
Resident Rights							
Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.	3						
Knock and announce self before entering a resident's room.	3						
Honor the residents' personal and property rights.	3						
Inform resident when it is necessary to move his/her personal possessions during cleaning procedures.	3						
Miscellaneous							
Turn in all found articles to your supervisor.	3						

Working Conditions

Works in all areas of the facility.
 Moves intermittently during working hours.
 Is subject to frequent interruptions and may need to reschedule cleaning activities.
 Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
 Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.
 Communicates with housekeeping personnel and other department personnel.
 Works beyond normal working hours and on weekends and holidays when necessary, as well as in other positions as needed.
 Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
 May be required to work on shifts other than the one for which hired.
 Attends and participates in continuing educational programs.
 Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
 Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.
 May be subject to the handling of and exposure to hazardous chemicals.

Education

Must possess, as a minimum, an 8th grade education.

Experience

None required. On-the-job training provided.

Specific Requirements

Must be able to read, write, speak, and understand the English language.
 Must possess the ability to make independent decisions, to follow instructions, and to accept constructive criticism.
 Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
 Must maintain the care and use of supplies, equipment, etc., and maintain the appearance of housekeeping areas, must perform regular inspections of resident rooms/units for sanitation, order, safety and proper performance of assigned duties.
 Must be willing to work harmoniously with other personnel as well as be willing to handle residents based on whatever maturity level at which they are currently functioning.
 Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing housekeeping practices.
 Must be able to follow written and oral instructions concerning the mixing of cleaning compounds, liquids, disinfecting solutions, etc.
 Must be able to relate information concerning a resident's condition.
 Must not pose a direct threat to the health or safety of other individuals in the workplace.
 Must possess unencumbered drug test results at the time of hire and at random requests of the facility Administrator.

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.
 Must be able to speak and write the English language in an understandable manner.
 Must be able to cope with the mental and emotional stress of the position.
 Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
 Must function independently and have flexibility, personal integrity, and the ability to work effectively with the residents, personnel.
 Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
 Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.
 Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
 May be necessary to assist in the evacuation of residents during emergency situations.

Acknowledgment

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted in Column 2). I hereby accept the position of **Housekeeper** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date: _____

Signature-Housekeeper: _____

Date: _____

Signature-Director of Environmental Services: _____

Job Position Analysis Information

¹ Risk Exposure to Blood/Body Fluids Column:

Numbers entered into this column indicate the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment that you should use when performing this task. The following numbers indicate your risk potential:

- 1 = It is **highly likely** that while performing functions assigned to this task you will be exposed to blood or body fluids.
- 2 = This task does **not** involve contact with blood and/or body fluids but while performing this task it **may** be necessary for you to perform a **Category 1** task.
- 3 = This task does **not** involve any risk of exposure to blood or body fluids.

² Essential Functions Column:

A ✓ mark in this column indicates that you will not be required to perform this task.

³ Repetitive Motion Column:

A ✓ mark in this column indicates that it will be necessary for you to perform some functions of this task repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

⁴ Minimum Weight Lifting Requirement Column:

A ✓ mark in this column indicates that it will be necessary for you to perform functions of this task that require some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. **Minimum** weight lifting requirements that you must perform are located in the "Physical and Sensory Requirements" section of this Job Description.

⁵ Prolonged Sitting, Standing, and Bending Column:

A ✓ mark in this column indicates that some functions of this task require you to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

⁶ Competency Evaluation Column:

Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted. A check ✓ in this column indicates that you did **not** perform this task satisfactorily and/or in accordance with the facility's policies and procedures.

⁷ In-Service Training Column:

A ✓ mark in this column indicates that you need additional training to better understand the performance requirements of this task. In-service training classes will be scheduled and your attendance at such classes is mandatory.