

**PARKHILL RESIDENCE
JOB DESCRIPTION
HOUSEKEEPER**

Risk exposure

1. Direct contact
2. Does not involve/could
3. Does not involve at all

Tasks assigned to this position may involve potential and/or direct exposure to blood or body fluids.

NAME _____ DATE OF HIRE _____

PURPOSE

The primary purpose of this position is to provide the day to day activities of the housekeeping department in accordance with governmental guidelines and regulations and as may be directed by the Manager to assure the facility is clean safe and comfortable.

ACCOUNTABLE TO RESIDENT SERVICES DIRECTOR AND ADMINISTRATOR

MAJOR DUTIES & RESPONSIBILITIES

Employment responsibilities

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Maintain a positive, courteous, respectful attitude toward co-workers, residents and visitors at all times. 2. Act to promote team work in providing the best possible resident care and services. 3. Familiarize yourself and act in accordance with the employee handbook. 4. Use the chain of command and grievance process in reporting any issues or concerns. 5. Maintain professional working relationships with all personnel, residents and families. | <p>Risk</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> |
|---|---|

Administrative Functions:

- | | |
|---|----------------------------|
| <ol style="list-style-type: none"> 1. Participate as a team member in helping to maintain the physical, social and psychological environment conducive to the residents' welfare and interest. 2. Observe and reports resident condition to supervisor and all information pertaining to procedures carried out. 3. Ability to maintain professional working relationships with all personnel, residents and families. | <p>3</p> <p>3</p> <p>3</p> |
|---|----------------------------|

Resident Care Functions:

- | | |
|---|-------------------------------------|
| <ol style="list-style-type: none"> 1. Perform fundamental duties of resident care not requiring a licensed nurse, based on the needs of the resident(s). 2. Check on residents with medical problems as requested by other staff. 3. Talk with and assist residents as needed and requested by residents. 4. Become familiar with resident needs, routines, likes and dislikes, etc. in order to personalize the care given to each resident. | <p>3</p> <p>3</p> <p>3</p> <p>3</p> |
|---|-------------------------------------|

Housekeeping Functions

- | | |
|--|----------|
| <ol style="list-style-type: none"> 1. Complete all assigned cleaning tasks including room furnishings, fixtures, in rooms, and throughout facility as assigned. | <p>2</p> |
|--|----------|

- | | |
|--|---|
| 2. Clean & sanitizes bathrooms as assigned. | 2 |
| 3. Clean floors, including sweeping, dusting, mopping, and disinfecting per schedule. | |
| 4. Dust, clean, and polish furniture. | |
| 5. Clean walls by spot wiping or washing at least weekly and as needed. | 3 |
| 6. Uses proper chemical dilution for mixing and using cleaning and disinfecting solutions. | 3 |
| 5. Perform terminal cleaning procedures when a resident is discharged or transferred and when isolation is discontinued. | 2 |
| 6. Launder linen from assigned rooms daily. | 2 |
| 9. Wash windows in common areas and resident rooms on routine basis. | 3 |
| 10. Clean resident equipment weekly such as walkers, canes, etc. | 3 |
| 11. Completes special assignments as needed/requested by supervisor. | 2 |

Safety & Sanitation

- | | |
|--|---|
| 1. Assist supervisor in assuring personnel follow established safety regulations in use of equipment and supplies. | 3 |
| 2. Follow fire and safety procedures. | 3 |
| 2. Report any accident/incident or hazards, no matter how insignificant to Administrator. | 3 |
| 3. Follow established infection control and universal precaution policies and procedures. | 3 |
| 4. Report all maintenance problems and hazardous conditions to supervisor. | 3 |

Staff Development

- | | |
|---|---|
| 1. Present professional image to the consumer through dress, behavior and speech. | 3 |
| 2. Attend departmental meetings, staff development and staff meetings. | 3 |
| 3. Participate in ongoing quality management program. | 3 |

Equipment and supplies

- | | |
|--|---|
| 1. Monitor the use and handling of equipment to ensure safe usage and avoid waste or breakage. | 3 |
| 2. Keep Housekeeping supply cart clean and orderly and stocked after shift. | 3 |
| 3. Clean store rooms, medication rooms, offices, etc. as directed. | 3 |

Other.

- | | |
|---|---|
| 1. Adhere to all resident rights, including, privacy, confidentiality, and treating residents with dignity and respect. | 3 |
| 2. Maintain confidentiality of all pertinent resident care information. | 3 |
| 3. Performs other duties as assigned by supervisor. | 3 |

HOUSEKEEPER WORKING CONDITIONS

Works throughout the facility including resident rooms, restrooms, dining rooms etc.
 Sits, stands, bends, lifts and moves intermittently during working hours.
 Is involved with residents, personnel and visitors.
 May be subject to physically ill residents as well as hostile and emotionally upset residents.

Works beyond normal working hours, on weekends and holidays. May be called during off hours to respond to emergency or unusual situations.

Is subject to falls, odors, throughout the work day and the risk of injury from physical requirements of the job as well as reactions from dust, disinfectants etc.

Is subject to exposure to infectious waste, diseases, conditions including HIV and Hepatitis B viruses.

QUALIFICATIONS, EDUCATION

Must be able to speak and understand the English language.

Deal tactfully with personnel, residents, family members, visitors, and the general public.

Must be knowledgeable of housekeeping practices and procedures.

Must be at least 16 years of age.

Must be able to function independently.

Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met.

Must be able to push, pull, and move equipment, supplies and furniture in excess of 50 pounds.

It must be understood that this job description 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 a logical assignment to the position.

ESSENTIAL JOB FUNCTIONS: Housekeeper

Personal Requirements

Regular and punctual attendance

Ability to get along with others

Ability to learn and accept criticism

Physical and Environment Requirements.

The physical activities of this position may include all items in bold print

Climbing	Crawling	Crouching
Fine motor skills	Grasping	Kneeling
Lifting	Pulling	Pushing
Reaching	Repetitive movement	Standing
Stooping	Walking	

An individual in this position will be required to carry or lift weights in this range:

The heaviest weight range that would be required when performing the essential functions of this position is in bold print.

Up to 10 pounds	11 to 24 pounds	25 to 34 pounds
35 to 50 pounds	51 to 74 pounds	75 to 100 pounds
over 100 pounds		

This position may require lifting up to 50 pounds on a regular basis several times per day.

The sensory and communication activities essential to perform this position include those in bold print.

Feeling	Hearing	Seeing
Smelling	Speaking	Tasting
Speaking English	Understanding English	

An individual in this position may be exposed to any item in bold print

Inside environmental conditions	Outside environmental conditions
Extreme cold below 32 degrees for more than one hour at a time.	
Extreme heat over 100 degrees for more than one hour at a time	
Bloodborne pathogens	Physical hazards
Chemical hazards	Respiratory hazards

The facility will make reasonable accommodations and modifications for persons with disabilities so they can perform essential job functions.

I CERTIFY THAT THIS JOB DESCRIPTION WAS REVIEWED WITH ME AND THAT I FULLY UNDERSTAND AND CAN PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION.

Employee Signature

Date